



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
January 23, 2024 6:00 PM

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
  - A. Introduction of New EMT/Firefighter
  
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes:
    1. January 9, 2024 Special Township Board Meeting
    2. January 9, 2024 Regular Township Board Meeting
  - C. Bills
  - D. Audit Engagement Letter
  - E. Credit Card Policy Update
  - F. Meridian Township/Delhi Township Standby Fire Agreement
  - G. 4<sup>th</sup> Quarter Investment Report
  - H. Ratification of New Paramedic Appointment
  
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
  - A. 2024 Board & Commission Appointments
  - B. Supervisor Pro Tem
  - C. 2024 Initial Budget Amendments
  - D. Ordinance 2024-01 – Rezone 4660 Marsh Road from PO, Professional and Office, to C-1, Commercial-Introduction
  - E. Set a Date for Joint Board and Commission Meeting
  
13. BOARD DISCUSSION ITEMS
  - A. 2023 Master Plan Update
  - B. Liquor License Process-120 Day Moratorium
  - C. Support Emergency Operations Plan
  
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

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All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor. Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary. Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.

Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall  
Providing a safe and welcoming, sustainable, prime community.



9.A

**CONSENT AGENDA  
BOARD  
COMMUNICATIONS**



**FOR IMMEDIATE RELEASE**  
**January 10, 2024**

**CONTACT:** Frank L. Walsh, Township Manager  
517.853.4254 | [walsh@meridian.mi.us](mailto:walsh@meridian.mi.us)

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**Meridian Township Welcomes New Parks and Recreation Director**  
*Courtney Wisinski Selected to Lead the Parks and Recreation Department*



**Meridian Township, MI** – Meridian Township welcomes new Parks and Recreation Director, Courtney Wisinski. The hiring process for a new director began after the Township announced that LuAnn Maisner was retiring following 24 years of service with the Township.

“I have always been impressed with Courtney’s commitment to Meridian Township. Her prior service to the Parks Commission, the Michigan Department of Health and Human Services, and the Township Board left us all in a better place. Courtney’s deep passion for the environment will continue in her new role of Director of Parks and Recreation,” stated Township Manager Frank L. Walsh.

Director Wisinski holds a Bachelor of Science in Natural Resources and Environmental Science from Michigan State University and a Master of Public Health from Creighton University.

Prior to her new role, Director Wisinski served on the Meridian Township Board from 2019-2023. She also served on the Meridian Township Park Commission from 2017-2019. During her time as a Township Trustee, Director Wisinski served as liaison to the Land Preservation Advisory Board, Zoning Board of Appeals, Environmental Commission, Election Commission, and the Tri-County Regional Groundwater Management Board, with each role preparing her for leadership in the Parks and Recreation Department.

Before accepting her new role, Director Wisinski served as a Community Development Manager at the Michigan Department of Health and Human Services (MDHHS). During her 18-year tenure with MDHHS, she built multiple environmental health programs that helped ensure the physical and mental health of Michigan’s residents. She also spent seven years as an Environmental Project Manager for Professional Service Industries, Inc. (now named Intertek PSI).

“I am exceptionally grateful to have the opportunity to uphold the excellence of Meridian Township’s parks, preserves, and recreational activities, and I am excited to join the fantastic team at Meridian Township,” said Parks and Recreation Director Courtney Wisinski.

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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**  
**January 17, 2024**

**CONTACT:** Frank L. Walsh, Township Manager  
517.853.4254 | [walsh@meridian.mi.us](mailto:walsh@meridian.mi.us)

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**Meridian Township Board Appoints New Township Trustee**  
*Vacant Seat Now Filled Until November General Election*



**Meridian Township, MI** – At the January 9, 2024 regular Township Board meeting, Peter Trezise was selected to fill the vacant Trustee seat on the Meridian Township Board. The vacancy became available after former Trustee Courtney Wisinski resigned upon being selected as the new Parks and Recreation Director for Meridian Township.

The Township received a total of eight applications for the vacant Trustee seat. The Board held a special meeting prior to the January 9 regular meeting to interview and consider the three finalists.

“We were pleased to receive eight highly qualified applicants for our open Trustee seat. The Board interviewed three candidates, all of whom displayed a deep commitment to public service. After careful consideration, the Board chose to welcome Peter Trezise to the Township Board as our new Trustee,” stated Township Supervisor Patricia Herring Jackson.

As a Township resident of over 35 years, Peter Trezise has spent his entire career working in the public sector. He is a licensed attorney with the State of Michigan and served as the Assistant Attorney General for 20 years. He also served on the Okemos Public Schools Board of Education for 16 years and has been a member of the Meridian Township Planning Commission since 2018.

“I am honored to have been chosen to serve on the Meridian Township Board,” said Peter Trezise. “I look forward to joining this highly effective body and continuing to serve the Meridian Township community.”

Trezise was sworn in on Tuesday, January 16 and will participate in his first Township Board meeting on Tuesday, January 23. His term will last until November 20, 2024, at which point he would need to run for office in the 2024 August Primary and 2024 General Election.

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**From:** [Frank Walsh](#)  
**To:** [REDACTED]  
**Subject:** Re: High density developments  
**Date:** Wednesday, January 17, 2024 7:53:01 AM

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Hi Barb,

Thank you for taking the time to share your thoughts on future developments. I'll make sure your feedback is passed on to the policy makers.

Have an enjoyable day.

Frank Walsh

On Jan 16, 2024, at 5:47 PM, Meridian Township, MI  
<webmaster@meridian.mi.us> wrote:

Message submitted from the <Meridian Township, MI> website.

**Site Visitor Name:** [REDACTED]  
**Site Visitor Email:** [REDACTED]

Enough. too much. Please no more high density housing in Meridian Twp. They look like Ramada Inns on small town corners or Holiday Inn on highway that you are supposed to live at year round? PLEASE STOP. Learn from the disaster that is Downtown East Lansing, the Frandor area or Chandler Crossing. Just Please Stop. Thank you.



FOR IMMEDIATE RELEASE  
January 18, 2024

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

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### Presidential Primary Ballot Selection Forms Needed

*Only Voters Who Return the Form will Receive a Ballot for Presidential Primary*

**Meridian Township, MI** – Voters who wish to participate in the 2024 presidential primary must return the Presidential Primary Ballot Selection Form.

Each voter on the Permanent Mail Ballot List was mailed a Presidential Primary Ballot Selection Form through the mail for the February 27, 2024 presidential primary. In order for the Meridian Township Clerk's Office to issue a ballot to absentee voters wishing to participate in the presidential primary election, a ballot selection must be made by the voter utilizing the ballot selection form and returning it to the Clerk's Office at 5151 Marsh Road, Okemos, MI 48864.

For residents who have misplaced their form, the Permanent Mail Ballot Selection Form is available in the Elections section of the Township website, [www.meridian.mi.us/elections](http://www.meridian.mi.us/elections). Voters should complete the form with their address information, ballot selection, and signature. Forms can be returned by taking one of the following actions:

- Mail the form sent by the Clerk's Office in the prepaid envelope we provided,
- Drop off the form in the drop box at one of the three drop box locations listed on the Township website,
- Attach a scanned image or PDF to an email and email to [clerksoffice@meridian.mi.us](mailto:clerksoffice@meridian.mi.us).

All forms must include a signature, ballot selection, and registered mailing address. Your signature on file with the State of Michigan is the same as what is on your Driver's License or state issued ID. That signature needs to match on the form you submit to the Clerk's Office.

In accordance with **MCL 168.759f** approved by voters in 2022:

*If a permanent mail ballot voter does not return a presidential primary ballot selection form by the fortieth day before a presidential primary election, the township clerk **shall notify that permanent mail ballot voter by telephone, email, and text message**, if available, of the requirement to make a political party ballot selection in order to receive a presidential primary election ballot. If the township clerk does not have the telephone number or email address of the permanent mail ballot voter, the township clerk must notify the permanent mail ballot voter by United States mail and may also notify the permanent mail ballot voter by any other available method of contact.*

The Clerk's Office will be notifying voters in accordance with Michigan Election Law. Voters can expect to receive a text, voicemail, mailing, and email from our office if they have supplied us with that information on the application.

###

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**CONSENT AGENDA  
PROPOSED BOARD MINUTES**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Special Meeting of January 9, 2024 as submitted. (1)**
- (2) Move to approve and ratify the minutes of the Regular Meeting of January 9, 2024 as submitted. (2)**

**ALTERNATE MOTION:**

- (1) Move to approve and ratify the minutes of the Special Meeting of January 9, 2024 with the following amendment(s):[insert amendments]**
- (2) Move to approve and ratify the minutes of the Regular Meeting of January 9, 2024 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN  
SPECIAL MEETING TOWNSHIP BOARD 2023 -DRAFT-  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
Tuesday, January 9, 2024, 4:00 pm

(1)

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

ABSENT: NONE

STAFF: NONE

1. CALL MEETING TO ORDER

Supervisor Jackson called the January 9, 2024, Special Township Board meeting to order at 4:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Jackson led the Pledge of Allegiance.

3. ROLL CALL

Clerk Guthrie called the roll of the Board. Six board members present at 4:00 pm.

4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Jackson opened comments from the public at 4:01 pm

Robert Ianni spoke in support of candidate Mark Blumer

Supervisor Jackson closed comments from the public at 4:02 pm

5. APPROVAL OF AGENDA

Treasurer Deschaine proposed moving action item 12b to 12a.

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

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

**NAYS: 0**

**Motion carried: 6 - 0**

6. BOARD DISCUSSION ITEMS

Supervisor Jackson asked the candidates waiting to interview to wait outside the room

- A. 4:00 PM Mark Blumer
- B. 4:30 PM Angela Demas
- C. 5:00 PM Peter Trezise

7. COMMENTS FROM THE PUBLIC

Supervisor Jackson opened comments from the public at 5:00 pm

Supervisor Jackson closed comments from the public at 5:00 pm

8. OTHER MATTERS AND BOARD MEMBER COMMENTS

NONE

9. ADJOURNMENT

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

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

**NAYS: 0**

**Motion carried: 6-0**

**The meeting adjourned at 5:01 pm.**

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Patricia Jackson  
Township Supervisor

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Deborah Guthrie  
Township Clerk

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING TOWNSHIP BOARD 2023 -DRAFT-  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
Tuesday, January 9, 2024, 6:00 pm

(2)

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

ABSENT:

Director Schmitt, Director Gebes, Chief Grillo, Chief Hamel, Director Clark, Manager

STAFF: Diehl, Director Tithof

1. CALL MEETING TO ORDER

Supervisor Jackson called the January 9, 2024, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Jackson led the Pledge of Allegiance.

3. ROLL CALL

Clerk Guthrie called the roll of the Board. Six board members present at 6:00 pm.

4. PRESENTATION

NONE

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Jackson opened comments from the public at 6:01 pm

Supervisor Jackson closed comments from the public at 6:01 pm

6. TOWNSHIP MANAGER REPORT

Acting Deputy Manager Director Clark provided updates on the following items:

- Recognized new Parks Director Wisinski
- 141 deer culled through Parks program, 23 deer culled through Police program
- Recognized new Utility Billing team member Desire Smith
- New no parking signs regarding Cornell as voted by board members in December.
- Highlighted opportunities for residents to fill openings on boards and commissions; applications available on website.

- Thanked trustee candidates for their interest.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Clerk Guthrie reminded the public that the Ballot Selection form for the Presidential Primary needs to be returned in order to receive their presidential primary ballot

Trustee Wilson spoke about Hiawatha Elementary school. The Okemos School Board has proposed a new entrance into the Hiawatha campus to create space for the car line. The school board has scheduled a meeting on January 10, 2024, 6:00, Okemos High School library.

Treasurer Deschaine stated that the CATA Board approved Director Clark's proposal for CATA to help with CIA-TIF financing to redevelop the Grand River corridor.

8. APPROVAL OF AGENDA

Treasurer Deschaine proposed moving action item 12b to 12a.

**Treasurer Deschaine moved to approve the agenda to move action item 12b to 12a and move 12a to 12b as amended. Seconded by Clerk Guthrie.**

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

**NAYS: 0**

**Motion carried: 6 - 0**

9. CONSENT AGENDA

Supervisor Jackson reviewed the Consent Agenda

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

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

**NAYS: 0**

**Motion carried: 6 - 0**

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

A. Township Trustee Appointment

**Trustee Wilson moved to appoint Peter Trezise as a Meridian Township Trustee for a term of January 9, 2024 to November 20, 2024. Seconded by Treasurer Deschaine.**

**ROLL CALL VOTE**

**YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson and Wilson**

**NAYS: Trustee Sundland**

**Motion carried: 5 - 1**

B. Ordinance 2023-08-CV, Conservancy District Updates – Final Adoption

Director Schmitt reviewed the changes that have previously been presented at the December 5th meeting – allows in floodplain, decks by right and small fills of 10 cubic yards to be handled administratively.

**Treasurer Deschaine moved to adopt Text Amendment #2023-08 to amend Article IV of the Zoning Ordinance of the Charter Township of Meridian to update the standards of the CV, Conservancy District. Seconded by Trustee Hendrickson**

**VOICE VOTE**

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

**NAYS: 0**

**Motion carried: 6 - 0**

C. 2023 Goals Review and 2024 Goal Setting

Acting Deputy Manager Director Clark presented the review and action plan – to determine feasibility of multigenerational community senior center, enhance public safety, expand DEI, complete phase II of MSU to Lake Lansing Trail, determine use of Central Park Pavilion, install 5<sup>th</sup> solar array, enhance wetland protection, implement phase 1 of water replacement program, seek funding for second recycling center, and enhance communications outreach to residents.

Trustee Wilson would like to broaden the language regarding the multigenerational community senior center to include collaboration with professional and community resources. Acting Deputy Manager Director Clark made the change.

Clerk Guthrie would like to have Junteenth and Heritage Festival events noted as part of the language regarding DEI. Asked for more information regarding the expansion of DEI and expressed dissatisfaction with the DEI trainings that were provided in 2023. Trustee Wilson disagreed with detail about training being included in the language for the board, stating that the board determines policy but does not determine how the policy is implemented. Acting Deputy Manager Director Clark made the change.

**Trustee Hendrickson moved to adopt the attached 2024 Meridian Township Top Five Goals & Action Plan as amended in board discussion. Supported by Clerk Guthrie.**

**VOICE VOTE**

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

**NAYS: 0**

**Motion carried: 6 - 0**

**D. Payment Reduction Program**

Treasurer Deschaine presented the information provided by Ingham County Treasurer to waive fees for citizens who have applied for poverty exemption. The waiver does not impact fees collected by Meridian Township. Ingham County Treasurer needs approval by Meridian Township to eliminate the fees per MCL211 7B subsection G8.A

**Treasurer Deschaine moved for Meridian Township to participate in Ingham County Treasurer's payment reduction program for delinquent interest, penalties, and fees. Supported by Trustee Hendrickson.**

**ROLL CALL VOTE**

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

**NAYS: 0**

**Motion carried: 6 - 0**

**13. BOARD DISCUSSION ITEMS**

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

Director Schmitt presented. Planning commission recommended approval to rezone from PO to C-1 due to how the building is currently being used. This will be formally introduced at the next meeting.

- B. 2023 Master Plan Update**

Director Schmitt presented. Development changed dramatically during pandemic rendering the need to update the 2017 plan. 2023 update has five top line goals under

which are actionable and trackable objectives, then an implementation matrix. Ties together land use map with zoning plan, addresses changes landowners have requested, cleans up map, ties to make ordinance more efficient, addresses changes to urban service boundary. Added a buildout analysis to the plan to determine what development is left. Will work with Supervisor to schedule future discussion with an eye toward adoption.

Clerk Guthrie requested a print copy to be on hand in the Clerk's office.

Trustee Hendrickson asked consideration be given to Grand River Avenue from the western boundary of the township to Park Lake Road

Treasurer Deschaine asked for a change in wording from the term "transitional" in regard to the transitional residential designation.

Supervisor Jackson asked for more details and discussion about rental vs owner occupied properties.

C. Meridian Township/Delhi Township Standby Fire Agreement

Chief Hamel asked to renew the contract with Delhi Township for response to Alaiedon Township. There will be a monthly fee increase but the hourly fee will stay the same. Putting in consent agenda for next meeting.

14. COMMENTS FROM THE PUBLIC

Supervisor Jackson opened comments from the public at 8:13 pm

Supervisor Jackson closed comments from the public at 8:13 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

NONE

16. ADJOURNMENT

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

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

**NAYS: 0**

**Motion carried: 6-0**

**The meeting adjourned at 8:14 pm.**



9.C

To: Board Members  
From: Dante Ianni, Finance Director  
Date: January 23, 2024  
Re: Township Invoices/Expenses

Charter Township of Meridian  
Board Meeting  
1/23/2024

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

COMMON CASH	\$	677,213.61
PUBLIC WORKS	\$	75,762.43
TRUST & AGENCY	\$	17,793.19
	TOTAL CHECKS:	\$ 770,769.23
CREDIT CARD TRANSACTIONS 01/04/2024 to 01/17/2024	\$	16,423.45
	TOTAL PURCHASES:	<u>\$ 787,192.68</u>
ACH PAYMENTS	\$	<u>743,181.16</u>

Vendor Name	Description	Amount	Check #
1. A T & T	JAN 5 - FEB 4 2024 - INTERNET F3 327704413	158.99	111211
	JAN 7 - FEB 6 2024 - INTERNET F2 327774829	149.00	111219
	JAN 7 - FEB 6 2024 - INTERNET P1 327774999	195.25	111219
	JAN 9 - FEB 8 2024 - INTERNET F1 327775054	195.25	111219
	TOTAL	698.49	
2. ABUNDANCE CAFE LLC	FARM MARKET VENDOR	23.00	
3. ALEX & ALLISON REPP	FARMERS MARKET VENDOR	10.00	
4. ALLGRAPHICS CORP	2023 - DPW LOGO OUTER WEAR	490.44	
	2023- UNIFORMS	256.00	
	TOTAL	746.44	
5. AMISTEE AIR DUCT CLEANING &	HVAC/AIR DUCT CLEANING FOR MUNICIPAL BLDG	13,070.00	
6. ANGELA RYAN	1/9/2024 - MILAGE FOR TRAINING	37.92	
7. AT & T	2023- AT&T HVAC @THB 517.347.1710 201 4	51.25	111220
	DEC 2 2023 - JAN 1 2024 - TELEPHONE P1 51734742859	73.80	111212
	DEC 2 2023 - JAN 1 2024 - PSB FAX 517 347 6826 173	56.42	111212
	DEC 2 2023 - JAN 1 2024 - TELEPHONE F1-3 517347602	417.17	111212
	TOTAL	598.64	
8. AT & T MOBILITY	JAN 5 - FEB 4 2024 - WIRELESS 287252740666 517.332	76.42	111221
	DEC 7 2023 - JAN 6 2024 - FIRSTNET CELL SERVICE 28	173.02	111221
	TOTAL	249.44	
9. AT&T	JAN 2024 - LEGACY TELEPHONE NUMBERS - 517.349.1200	34.23	111222
10. AUTOMATED BUSINESS EQUIPMENT	2023 TAX MAILING - ENVELOPE SEALING SOLUTION	32.00	
11. BARYAMES CLEANERS	11/16/2023 TO 12/31/2023 POLICE UNIFORM CLEANING	578.63	
12. BOBCAT OF LANSING	2024 BOBCAT TOOL CAT	74,275.15	
	WINDOW GUARD FOR NEW TOOL CAT	1,082.02	
	TOTAL	75,357.17	
13. BOUNDTREE MEDICAL	ORDER 104997271 - MEDICAL SUPPLIES FOR AMBULANCES	3,578.81	
	ORDER 104997271 - SURGICAL GLOVES	75.50	
	ORDER 104997272 - AEROSOL DISINFECTANT	149.88	
	TOTAL	3,804.19	
14. BREAD BITES LLC	FARMERS MARKET	9.00	
15. BRIDGET CANNON	DEC 2023 MILEAGE REIMB	16.51	
16. BRIGHTLINE TECHNOLOGIES	FIREWALL AND SERVER TROUBLE SHOOTING	300.00	
17. C & S FAMILY FARM	FARMERS MARKET VENDOR	117.00	
18. CAPITAL AREA TRANSPORTATION	MERIDIAN CARES - 100 REDI RIDE PASSES	600.00	111213
19. CENTRALSQUARE TECHNOLOGIES LLC	1/1/2024 - 12/31/24 POLICE CAD & RMS	10,453.64	
	1/1/24 TO 12/31/24 - POLICE CRYWOLF ALARM SOFTWARE	3,376.07	
	1/25/24 TO 12/31/24 - INFORM MOBILE FIRE ANNUAL SU	1,885.48	
	TOTAL	15,715.19	

01/18/2024 03:44 PM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 01/23/2024 - 01/23/2024  
 JOURNALIZED OPEN AND PAID  
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
20. CINTAS CORPORATION #725	1/4/2024- MECHANICS UNIFORM RENTAL	48.08	
	1/10/2024 - MECHANICS UNIFORMS	48.08	
	TOTAL	96.16	
21. CINZORI FARMS LLC	FARM MARKET VENDOR	215.00	
22. CITY PULSE	01/03/24 LEGAL NOTICES	648.98	
23. CMP DISTRIBUTORS INC.	ACCT 1281 - SABRE 52CFT1010 ASTM E3215-19	556.50	
24. COMCAST	JAN 29 - FEB 28 2024 - TELEPHONE + INTERNET S2	249.23	111224
	JAN 29 - FEB 28 2024 - TV P1	32.01	111224
	JAN 16 - FEB 15 2024 - INTERNET + TV F1	164.85	111214
	JAN 20 - FEB 19 2024 - TV F1	10.67	111214
	JAN 19 - FEB 15 2024 - INTERNET SCADA	257.90	111224
	TOTAL	714.66	
25. COMCAST	JAN 14 - FEB 13 2024 - INTERNET + TV HOMTV	463.77	111223
26. CULLIGAN WATER CONDITIONING	HNC WATER SOFTENER SALT	24.00	
27. DIANA TENNES	FARM MARKET VENDOR	105.00	
28. DOUGHNATION BAKERY	FARM MARKET VENDOR	30.00	
29. ELECTION SOURCE	2024 MAINTENANCE ICP/ICX/ICC	17,440.00	
30. ELECTRICAL TERMINAL SERVICE	MOTOR POOL STOCK - LIGHTS	466.83	
31. FAHEY SCHULTZ BURZYCH RHODES PLC	FIRE DEPT - LEGAL FEES	562.50	
	POLICE DEPARTMENT - LEGAL FEES	22.00	
	COLLECTIVE BARGAINING - LEGAL FEES	45.00	
	LAND PRESERVATION ACQUISITION - LEGAL FEES	1,519.50	
	MARIJUANA REGULATION - LEGAL FEES	45.00	
	EMPLOYMENT INVESTIGATION - LEGAL FEES	2,003.91	
	EMPLOYMENT INVESTIGATION - LEGAL FEES	2,003.91	
	COMMUNITY SENIOR CENTER TASK FORCE - LEGAL FEES	450.00	
	DPW MCCANN BEREAVEMENT - LEGAL FEES	132.00	
	COMMUNITY PLANNING & DEVELOPMENT - LEGAL FEES	120.67	
	FIRE DEPARTMENT - LEGAL FEES	80.44	
	HUMAN RESOUCES/LABOR - LEGAL FEES	2,103.18	
	MANAGER - LEGAL FEES	201.11	
	PARKS & RECREATION - LEGAL FEES	1,592.80	
	PUBLIC WORKS - LEGAL FEES	442.45	
	POLICE DEPARTMENT - LEGAL FEES	80.44	
	CONTRACT REVIEWS - LEGAL FEES	1,128.91	
	ENFORCEMENT MATERS - LEGAL FEES	157.50	
	2023 PPT WRITE-OFF - LEGAL FEES	88.00	
	MSU FCU 23-001208 - LEGAL FEES	180.00	
	FIFTH THIRD 23-001121 - LEGAL FEES	112.50	
	GEORGE G EYDE FAMILY - LEGAL FEES	292.50	
	CEW LAND MANAGEMENT (ARBYS) - LEGAL FEES	45.00	
	TOTAL	13,409.32	
32. FD HAYES ELECTRIC	2023- INSTALL BALLOT BOX AT OKEMOS LIBRARY	350.00	
33. FEEDERS SUPPLY COMPANY LLC	CUSTOMER 01-0902058 - DOG SUPPLIES	183.96	
	CUST #01-0902058 - K9 SUPPLIES	152.98	
	TOTAL	336.94	
34. FIRST COMMUNICATIONS	DECEMBER 2023 TELEPHONE LINES 3142216	55.36	111225

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
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Vendor Name	Description	Amount	Check #
35. FISHBECK, THOMPSON, CARR & HUBER	PROF SERVICES THRU 12,22,23 WUP18-01	710.80	
	PROF SERV THRU 12,22.23 - WUP 18-04	568.25	
	PROFL SERV THRU 12.22.23 - WDV 23-03 (FOR 5310 VAN	1,690.00	
	PROF SERV THRU 12/22/2023 - WUP 23-01	2,686.65	
	TOTAL	5,655.70	
36. GANNETT MEDIA CORP	ACCT #1186779 - DEC 1 - DEC 31 2023 - LEGAL ADS	595.45	
37. GRAMPAS PASTYS LLC	FARM MARKET VENDOR	88.00	
38. HASLETT-OKEMOS ROTARY	1ST QTR 2024 - D. GUTHRIE ROTARY DUES	150.00	
39. HEARTY GREENS LLC	FARMERS MARKET VENDOR	21.00	
40. HIGHWATER FARMS	FARMERS MARKET	23.00	
41. INGHAM COUNTY HEALTH DEPT	2024 POLLUTION PREVENTION FILING FEE	245.00	
42. INTERNATIONAL CONTROLS & EQUIP	2023- REMOTE TECH SUPPORT TO TRANSFER CARD PROGRAM	145.00	
43. JACOB FARLEY	FARM MARKET VENDOR	70.00	
44. JENNIFER FLOWER	01/09/2024 MILAGE TO/ FROM TRAINING	37.92	
45. JOE WADE	2024 WORK BOOT REIMBURSEMENT	158.95	
46. JOHN G GRAUF	9/27/21 AMBULANCE OVERPMT	10.00	
47. JOHN HECKAMAN	2024 WORK BOOT REIMBURSEMENT	159.90	
48. KCI	2024 MAILING PERSONAL PROPERTY STATEMENTS	484.27	
	2024 POSTAGE FOR MAILING ASSESSMENT	6,959.55	
	2023- AV BALLOT SELECTION MAILING	4,617.65	
	TOTAL	12,061.47	
49. LAFONTAINE AUTOMOTIVE GROUP	UNIT 76 - PARKS	157.81	
50. LANGUAGE LINE SERVICES	DEC 2023 - LANGUAGE LINE SERVICES	10.50	
51. LANSING COMMUNITY COLLEGE	TUITION 2 RECRUITS - BARBER/WICKS	16,186.00	
52. LANSING SANITARY SUPPLY INC	CUSTODIAL SUPPLIES	1,518.09	
53. LANSING UNIFORM COMPANY	FIRE UNIFORMS (NITZ, ARNETT, HENGESBACH)	913.30	
54. LEAK PETROLEUM EQUIPMENT INC	MOTOR POOL - AIR COMPRESSOR PREVENTATIVE MAINTENAN	411.73	
55. LEAP INC	2024 MUNICIPALITY MEMBERSHIP	15,000.00	
56. LERMA, INC.	2024 TWP MEMBERSHIP DUES	75.00	
57. LEXISNEXIS CLAIMS SOLUTIONS INC	12/1/2023 TO 12/31/2023	200.00	
58. LOGICALIS	JAN 2024 - IT HELP DESK SERVICE	3,345.00	
59. MADISON NATIONAL LIFE INS CO	JAN 2024 LIFE/DISABILITY INSURANCE	3,424.81	111229
60. MARSH POINTE APARTMENTS	M. WAKEFIELD - EMERGENCY RENT	500.00	111228
61. MEDICAL MANAGEMENT SYSTEMS OF	2023 COLLECTION FEE FROM AMBULANCE BILLINGS	8,026.54	
62. MERIDIAN CHARTER TOWNSHIP	4344 DOBIE RD - 2023 WINTER TAX BILL	961.68	
63. MERIDIAN TOWNSHIP RETAINAGE	MIKE & SONS ASPHALT - 2023-MSU TO LAKE LANSING TRA	3,796.63	
64. MI GREAT LAKES FISH COMPANY	FARMERS MARKET VENDOR	104.00	

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Vendor Name	Description	Amount	Check #
65. MICHIGAN ASSOCIATION OF PLANNING	BRIAN SHORKEY/TRANSPORTATION BANANZA REGISTRATION	80.00	
66. MICHIGAN MUNICIPAL LEAGUE	2023- MML ANNUAL MEETING BREAKFAST-KATHY SUNDLAND	30.00	
	2023 MML ANNUAL MEETING BREAKFAST-PAT JACKSON	30.00	
	TOTAL	60.00	
67. MIDWEST TREE SERVICE	MSU-LL PHASE II ; SYLVAN GLEN TREE & STUMP REM	5,040.00	
	GROUNDS AND CEMETERIES REMOVAL OF TREES	6,900.00	
	TOTAL	11,940.00	
68. MIKE & SON ASPHALT	2023- MSU TO LAKE LANSING TRAIL PHASE II CONSTRUCT	34,169.62	111215
69. MIKE DEVLIN	2023- REIMBURSEMENT CHRISTMAS EVENT SUPPLIES	49.63	
70. MMAAO	JAN 1 2024 TO DEC 31 2024 - MEMBERSHIP RENEWAL	25.00	
71. MY GREEN MICHIGAN LLC	JAN 2024- COMPOST SERVICE FARMERS MARKET	177.00	
72. OKEMOS MARATHON	12/1/2023 - TOWING SERVICES	315.00	
	2023 - TOW BILLS	314.00	
	TOTAL	629.00	
73. OLMSTEAD FARM	FARMERS MARKET VENDOR	6.00	
74. OVERHEAD DOOR OF LANSING	NORTH FIRE - OVERHEAD DOOR REPAIRS	316.50	
75. PEOPLEFACTS LLC	DEC 2023 - EMPLOYEE CREDIT CHECKS	31.57	
76. PORT CITY ARCHITECTURAL SIGNAGE	LAND PRESERVE TRAIL SIGNAGE	4,810.00	
77. PRINT MAKERS SERVICE INC	2023 KIP COPIER SERVICE CONTRACT & METER CHARGES	23.73	
78. PRINTING SYSTEMS INC	2023 AP & PAYROLL TAX FORMS	272.65	
	I VOTED STICKERS	114.83	
	TOTAL	387.48	
79. PROGRESSIVE AE	PROF SERV THRU DEC 29, 2023 LAKE LANSING WATERSHED	3,001.03	
80. PRO-TECH MECHANICAL SERVICES	W/O 50660 - FIRE - SOUTH FIRE HUMIDIFIER	1,106.40	
81. QUALITY TIRE INC	DEC 2023 - STOCK TIRES	1,674.58	
82. RECLAIMED BY DESIGN	1ST QTR 2024 - RECYCLING CENTER OPERATIONS	6,000.00	
83. ROWERDINK AUTOMOTIVE PARTS	STOCK - FLEET REPAIR PARTS	9.06	
	STOCK - FLEET REPAIR PARTS	9.06	
	UNIT 71 - FLEET REPAIR PARTS	54.07	
	PARKS UNIT 87 - FLEET REPAIR PARTS	1,849.14	
	PARKS UNIT 87 - FLEET REPAIR PARTS	138.60	
	CORE CREDIT - FLEET REPAIR PARTS	(14.00)	
	SHOP SUPPLY & UNIT 126 - FLEET REPAIR PARTS	396.15	
	UNIT 678/UNIT 126 - FLEET REPAIR PARTS	727.40	
	CORE CREDITS - FLEET REPAIR PARTS	(160.00)	
	UNIT 128 - FLEET REPAIR PARTS	120.76	
	MEDIC 92/UNIT 701 - FLEET REPAIR PARTS	243.00	
	STOCK - FLEET REPAIR PARTS	9.06	
	TOTAL	3,382.30	

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Vendor Name	Description	Amount	Check #
84. SAFETY SYSTEMS INC	TWN HALL - 2024 LEASE ANNUAL ALARM SERVICE AGREEME 12/15/2023- SERVICE CALL	684.00 345.00	
	3711 OKEMOS RD SERV CENTER - 2024 ANNUAL ALARM SER	551.00	
	TWP HALL - 2024 ANNUAL ALARM SERVICE AGREEMENT	639.00	
	SERV CENTR - 2024 LEASE ANNUAL ALARM SERVICE AGREE	1,404.00	
	PUBLIC SAFETY - 2024 ANNUAL ALARM SERVICE AGREEMEN	730.00	
	PUBLIC SAFETY - LEASE 2024 ANNUAL ALARM SERVICE AG	540.00	
	FIRE DEPT 3711 OKEMOS RD - 2024 ANNUAL ALARM SERVI	708.00	
	2140 HASLETT FIRE STATION - 2024 ANNUAL ALARM SERV	564.00	
	TWN HALL - 2024 ANNUAL LEASE SERVICE AGREEMENT	684.00	
	FIRE DEPT - 2024 ANNUAL ALARM SERVICE AGREEMENT	408.00	
	2140 HASLETT RD - 2024 ANNUAL ALARM SERVICE AGREEM	788.00	
	SERVICE CENTER - 2024 ANNUAL ALARM SERVICE AGREEME	1,060.00	
	TOTAL	9,105.00	
85. SECMAA	A. WINSTEAD - 2024 MEMBERSHIP DUES	20.00	
86. SEELYE GROUP LTD	FLOORING FOR PUBLIC SAFETY BUILDING	43,407.00	
87. SHAHEEN CHEVROLET INC	UNIT 134 - FIRE - REPAIR PARTS	38.38	
88. SHAWN DIEMER	FARM MARKET VENDOR	65.00	
89. SHILA KIANDER	BOARD OF REVIEW TRAINING: DURAND-HOLLIS	30.00	
90. SIGNARAMA OF LANSING EAST	2023- NAME BADGES FOR WISINSKI AND VAN ANTWERP	61.00	
91. SOCIAL NEWS DESK INC	2024 ANNUAL LICENSE FEE RENEWAL	2,378.25	
92. SPARROW OCCUPATIONAL	DEC 2023 EMPLOYEE PHYSICALS	1,668.00	
93. ST MARTHA CONFERENCE OF	M. JACKSON - EMERGENCY RENTAL ASSISTANCE	200.00	111216
	J. SNELL - EMERGENCY RENTAL ASSISTANCE	500.00	
	TOTAL	700.00	
94. STAPLES	CUST DET 27066262 - OFFICE SUPPLIES	1,225.60	
95. STATE OF MICHIGAN	2023 - NITRATE WATER TEST AND QUARTERLY BACTERIA W	33.00	
	2023 - ANNUAL NITRATES WATER TESTING AT N MERIDIAN	33.00	
	PRESORT MAILING AND HANDLING PERMIT	6,648.54	
	TOTAL	6,714.54	
96. STEPHEN GROSE	FARM MRKT VENDOR	21.00	
97. SUMMER NIGHTS APIARIES LLC	FARMERS MARKET VENDOR	29.00	
98. SUPREME SANITATION	DEC 2023 - HILLBROOK PARK - PORTABLE TOILETS FOR P	90.00	
	DEC 2023 - NANCY MOORE - PORTABLE TOILETS FOR PARK	90.00	
	DEC 2023 - TOWNER RD PARK - PORTABLE TOILETS FOR P	90.00	
	TOTAL	270.00	
99. T MOBILE	11/21/23-12/20/23 - CELL DATA SERV - 517.980.0920	30.23	111226
100 TARGET SOLUTIONS LEARNING LLC	2024 CHECK IT FIRE SERVICES	2,053.41	
	2024 LEARNING MANAGEMENT LMS FIRE	4,550.36	
	TOTAL	6,603.77	
101 TEAM FINANCIAL GROUP	JAN 2024 COPIER CONTRACT	2,552.82	
102 THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR	59.00	
103 UDDERLY MAGIC LLC	FARMERS MARKET	61.00	

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Vendor Name	Description	Amount	Check #
104 UPPERCUT TREE SERVICE LLC	2021 CONTRACT FOR PATHWAY TREE AND STUMP REMOVAL	700.00	
105 VARIPRO BENEFIT ADMINISTRATORS	FEB 2024 RETIREE MEDICARE SUPPLEMENT	14,718.95	
106 VERIZON CONNECT	12/1/23-12/31/23 - VEHICLE DATA UPLINK - MERI007	1,133.30	111227
107 VERIZON WIRELESS	NOV 24 - DEC 23 2023 - ACCT 686304174-000001 - WIR	2,668.08	111218
108 WASTE MANAGEMENT	1/1/24 TO 1/31/24 - GAYLORD C SMITH - CUST #22-041	232.36	
109 WEBUILDFUN INC	REPLACEMENT PARTS FOR MULTIPLE PLAYGROUNDS	17,300.15	
110 WEST MICHIGAN INTERNATIONAL	REPAIRS TO VACTOR UNIT 30 - ESTIMATE	1,934.45	
111 WEST SHORE FIRE INC	GRANT FOR SCBAS AND RELATED EQUIPMENT	273,848.50	111217
	FLEECE MASK BAGS (QTY: 10)	220.89	111217
	TOTAL	274,069.39	
112 WILLOW CREEK BEES	FARMERS MARKET	35.00	
113 WILSON FARM FRESH MEATS	FARMERS MARKET VENDOR	33.00	
114 YOUNG ST JOHNS CHEVROLET	MOTOR POOL - FIRE - AMBULANCE REPAIRS	400.06	
115 ZACHARY FENNER	2024 BOOT REIMBURSEMENT	116.59	
TOTAL - ALL VENDORS		677,213.61	

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Vendor Name	Description	Amount	Check #
1. ALLGRAPHICS CORP	2023 - DPW LOGO OUTER WEAR	579.56	
2. CARL SCHLEGEL INC	TICKET 1063043 - CLASS II SAND	942.40	
3. CUMMINS INC	COUNTY PARK LIFT STATION REPAIRS	2,207.20	
4. GA HUNT EXCAVATING	2421 GRAND RIVER WTR SRVC RELOC	6,425.00	
5. KENNEDY INDUSTRIES INC	PUMPS AND PARTS - COUNTY PARK LIFT STATION	61,822.00	
6. MADISON NATIONAL LIFE INS CO	JAN 2024 LIFE/DISABILITY INSURANCE	475.07	29599
7. MICHIGAN WATER ENVIRONMENT	2/6/2024 - 2/7/2024 - JOINT EXPO & OPERATOR DAYS	2,700.00	
8. VERIZON WIRELESS	NOV 24 - DEC 23 2023 - 686304174-00001 - WIRELESS	611.20	29598
TOTAL - ALL VENDORS		75,762.43	

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EXP CHECK RUN DATES 01/23/2024 - 01/23/2024  
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Vendor Name	Description	Amount	Check #
1. CORELOGIC CENTRALIZED REFUNDS			
	6042 SKYLINE DR - 2023 SUM TAX REFUND	3,535.01	13511
	5880 EDSON ST - 2023 WIN TAX REFUND	522.92	13512
	2315 HAMILTON RD - 2023 SUM TAX REFUND	1,165.69	13509
	2315 HAMILTON RD - 2023 WIN TAX REFUND	1,165.70	13510
	TOTAL	6,389.32	
2. CORELOGIC TAX SERVICES, LLC			
	5880 EDSON ST - 2023 SUM TAX REFUND	522.93	13513
3. STATE OF MICHIGAN			
	SOR - ADAMS LEE TEDDY - MI3392600 - CUST ID 10396	30.00	
4. UNION HOME MORTGAGE			
	6490 PERRY RD - 2023 WIN TAX REFUND	453.71	
	6243 E LAKE DRIVE HASLETT - 2023 WIN TAX REFUND	5,061.08	
	6008 SOUTHRIDGE RD - 2023 WIN TAX REFUND	5,336.15	
	TOTAL	10,850.94	
TOTAL - ALL VENDORS		17,793.19	

**Credit Card Report 1/4/2024-1/17/2024**

<b>Posting Date</b>	<b>Merchant Name</b>	<b>Amount</b>	<b>Name</b>
1/4/2024	WEB*HOSTMONSTER.COM	\$230.76	MIKE DEVLIN
1/4/2024	CITY OF LANSING, MI	\$1.65	ED BESONEN
1/5/2024	DEWITT FENCE AND SECURITY	\$26.06	LAWRENCE BOBB
1/5/2024	OFFICEMAX/OFFICEDEPT#3379	\$129.98	DEBORAH GUTHRIE
1/5/2024	COMPLETE BATTERY SOURCE	\$25.46	KEITH HEWITT
1/5/2024	MIDWEST POWER EQUIPMENT	\$134.59	KEITH HEWITT
1/5/2024	MIDWEST POWER EQUIPMENT	\$62.99	KEITH HEWITT
1/5/2024	CITY OF LANSING, MI	\$0.75	ED BESONEN
1/8/2024	MIDWEST POWER EQUIPMENT	\$82.62	LAWRENCE BOBB
1/8/2024	THE HOME DEPOT #2723	\$37.93	LAWRENCE BOBB
1/8/2024	HASLETT TRUE VALUE HARDW	\$15.60	RYAN CAMPBELL
1/8/2024	MEIJER # 025	\$132.91	JEFFREY ROMMECK
1/8/2024	PAYPAL *HOMETOWNHON	\$250.00	MIKE DEVLIN
1/8/2024	EXTENDEDSTAY 670	\$427.28	RICHARD GRILLO
1/8/2024	EXTENDEDSTAY 670	\$480.76	RICHARD GRILLO
1/8/2024	MORNING STAR PUBLISHING	\$14.00	MICHELLE PRINZ
1/8/2024	FLICKR.COM	\$72.99	SAMANTHA DIEHL
1/8/2024	WAL-MART #2866	\$21.26	ALLISON GOODMAN
1/9/2024	MICHIGAN ASSOC OF CHIEFS	\$330.00	ANDREW MCCREADY
1/9/2024	AMZN MKTP US*TK45U9831	\$202.04	ROBERT MACKENZIE
1/9/2024	AMAZON.COM*TK27Y48B1	\$57.62	CATHERINE ADAMS
1/9/2024	CITY OF LANSING, MI	\$0.75	ED BESONEN
1/10/2024	GIH*GLOBALINDUSTRIALEQ	\$924.04	DEBORAH GUTHRIE
1/10/2024	TARGET.COM *	\$127.09	ABIGAIL TITHOF
1/10/2024	THE STEWARDSHIP NETWORK	\$420.00	COURTNEY WISINSKI
1/10/2024	AMZN MKTP US*RT0YH2XF0	\$16.99	ROBERT MACKENZIE
1/10/2024	THE HOME DEPOT #2723	\$28.73	KEITH HEWITT
1/10/2024	MICHIGAN TOWNSHIPS ASS	\$1,170.00	MICHELLE PRINZ
1/10/2024	AMZN MKTP US*TK2ZD2W82	\$30.26	MICHELLE PRINZ
1/11/2024	THE HOME DEPOT 2723	\$672.60	LAWRENCE BOBB
1/11/2024	THE HOME DEPOT #2723	\$29.97	KYLE FOGG
1/11/2024	COVERT SCOUTING	\$25.98	ANDREW MCCREADY
1/11/2024	OFFICEMAX/OFFICEDEPT#3379	\$94.98	BRIAN PENNELL
1/11/2024	MAKESTICKERS.COM	\$63.65	ABIGAIL TITHOF
1/11/2024	GOTOCOM*LOGMEINCENTRAL	\$3,499.99	STEPHEN GEBES
1/11/2024	THE HOME DEPOT #2723	\$7.93	CATHERINE ADAMS
1/11/2024	CITY OF LANSING, MI	\$1.87	ED BESONEN
1/12/2024	JONES & BARTLETT LEARNING	\$77.95	BRIAN PENNELL
1/12/2024	SIGNUPGENIUS	\$269.89	BRIAN PENNELL
1/12/2024	USPS PO 2569800864	\$32.94	COURTNEY WISINSKI
1/12/2024	MICHIGAN RECREATION & PAR	\$237.50	COURTNEY WISINSKI
1/12/2024	AMERICAN WATER WORKS ASSO	\$263.00	YOUNES ISHRAIDI
1/12/2024	AMERICAN WATER WORKS ASSO	\$263.00	YOUNES ISHRAIDI
1/12/2024	MICHIGAN TOWNSHIPS ASS	\$210.00	MICHELLE PRINZ
1/12/2024	MICHIGAN TOWNSHIPS ASS	\$105.00	MICHELLE PRINZ
1/12/2024	CITY OF LANSING, MI	\$0.75	ED BESONEN
1/12/2024	EB 2024 COLLABORATIVE	\$99.00	SAMANTHA DIEHL
1/15/2024	THE HOME DEPOT #2723	\$29.97	KYLE FOGG
1/15/2024	OFFICEMAX/OFFICEDEPT#3379	\$279.92	DEBORAH GUTHRIE
1/15/2024	MICHIGAN NOTARY SERVICE	\$54.45	DEBORAH GUTHRIE
1/15/2024	THE HOME DEPOT #2723	\$6.94	AL DIAZ
1/15/2024	COSTCO WHSE#1277	\$120.00	MIKE DEVLIN

1/15/2024	QUALITY DAIRY#31	\$46.76	COURTNEY WISINSKI
1/15/2024	QUALITY DAIRY#31	\$3.98	COURTNEY WISINSKI
1/15/2024	AMAZON.COM*RT9ZK73W1	\$108.98	STEPHEN GEBES
1/15/2024	EXTENDEDSTAY 670	\$427.28	RICHARD GRILLO
1/15/2024	LANSINGSTATE JOURNAL	\$14.99	RICHARD GRILLO
1/15/2024	THE HOME DEPOT #2723	\$17.87	KEITH HEWITT
1/15/2024	THE HOME DEPOT #2723	\$11.92	KEITH HEWITT
1/15/2024	YOURMEMBERSHIP	\$150.00	MICHELLE PRINZ
1/15/2024	DETROITNEWS.COM	\$11.99	MICHELLE PRINZ
1/15/2024	AMZN MKTP US*RT0FW9VA2	\$47.69	CATHERINE ADAMS
1/15/2024	THE HOME DEPOT #2723	\$124.26	BART CRANE
1/16/2024	OFFICEMAX/OFFICEDEPT#3379	\$21.79	JACOB FLANNERY
1/16/2024	THE HOME DEPOT 2723	\$99.98	JACOB FLANNERY
1/16/2024	EXTENDEDSTAY 670	\$480.76	RICHARD GRILLO
1/16/2024	AMAZON RET* 111-276524	\$411.59	MICHELLE PRINZ
1/16/2024	AMZN MKTP US*RT20I7S92	\$639.99	MICHELLE PRINZ
1/16/2024	AMAZON.COM*RT74W8B81	\$909.93	MICHELLE PRINZ
1/16/2024	AMAZON.COM*R80HA6VF0	\$150.19	MICHELLE PRINZ
1/17/2024	WWW.MICHIGANCLERKS.ORG	\$75.00	DEBORAH GUTHRIE
1/17/2024	WWW.MICHIGANCLERKS.ORG	\$75.00	DEBORAH GUTHRIE
1/17/2024	HVACDIRECT.COM	\$62.52	JACOB FLANNERY
1/17/2024	CONSUMER ENERGY	\$502.99	ABIGAIL TITHOF
1/17/2024	AMAZON.COM	(\$126.60)	MICHELLE PRINZ
1/17/2024	AMZN MKTP US	(\$150.00)	MICHELLE PRINZ
1/17/2024	OGDEN NEWSPAPERS	\$20.00	MICHELLE PRINZ
1/17/2024	AMZN MKTP US*R871K7QH0	\$82.20	MICHELLE PRINZ
1/17/2024	TITANHQ	\$300.00	DANIEL OPSOMMER

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Total	\$16,423.45
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### ACH Transactions

Date	Payee	Amount	Purpose
1/9/2024	Invoice Cloud	\$ 2,114.55	Utility Transaction Fees
1/10/2024	Consumers Energy	\$ 51,702.77	Utilities
1/11/2024	Blue Care Network	\$ 21,064.28	Employee Health Insurance
1/12/2024	MCT Utilities	\$ 1,220.50	Water/Sewer
1/12/2024	Nationwide	\$ 9,413.82	Payroll Deductions 01/12/2024
1/12/2024	Various Financial Institutions	\$ 395,054.40	Direct Deposit 01/12/2024
1/12/2024	IRS	\$ 150,977.62	Payroll Taxes 01/12/2024
1/17/2024	Alerus	\$ 61,396.20	Payroll Deductions 01/12/2024
1/17/2024	Consumers Energy	\$ 6,188.78	Utilities
1/17/2024	ELAN	\$ 44,048.24	Credit Card Payment
<b>Total ACH Payments</b>		<b>\$ 743,181.16</b>	

**REIMBURSEMENT TO TOWNSHIP:**

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Date	Employee Name	Amount	Summary of Reimbursement	Transaction Reimbursed
1/8/2024	Deborah Guthrie	\$7.04	Overage from lunch with County Clerk Barb Byrum	Lunch total \$39.04 - \$32.00 = \$7.04 reimbursed to township



**To: Board Members**  
**From: Dante Ianni, Finance Director**  
**Date: January 23, 2024**  
**Re: Audit Engagement Letter**

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Yeo & Yeo has submitted the attached audit engagement letter for board consideration. The firm may contact a member of the Board of Trustees for risk assessment audit inquiries.

Based on Trustee Wilson's auditing experience with the State of Michigan, Manager Walsh is recommending the Board consider appointing Trustee Wilson to serve as the Board's Audit Representative.

**The following motion has been prepared for the Board's consideration:**

**"MOVE TO APPOINT TRUSTEE WILSON AS THE BOARD OF TRUSTEES AUDIT REPRESENTATIVE AND AUTHORIZE FINANCE DIRECTOR DANTE IANNI TO SIGN AND RETURN THE ATTACHED AUDIT ENGAGEMENT LETTER"**

**Attachment:**

1. Audit Engagement Letter



800.968.0010 | YEOANDYEO.COM

January 4, 2024

Dante Ianni, Finance Director  
Charter Township of Meridian  
5151 Marsh Road  
Okemos, MI 48864

Dear Dante:

Enclosed is the engagement letter for Charter Township of Meridian for the year ending December 31, 2023. Generally Accepted Auditing Standards and *Government Auditing Standards* require that we communicate, during the planning stage of an audit, certain information to the Board of Trustees. This information includes the auditors' responsibilities in a financial statement audit, including our responsibilities for testing and reporting on compliance with laws and regulations and internal control, and the planned scope and timing of the audit. The engagement letter includes the items which must be communicated to the Board of Trustees.

Therefore, please make copies of the attached engagement letter and forward the copies to each member of the Board of Trustees. Additionally, please inform the Board of Trustees, that as part of our audit procedures we will be selecting a member of the Board of Trustees to direct specific inquiries to as part of our risk assessment process. However, any of the members of the Board of Trustees are invited to contact us to discuss any matters they feel as though may be of audit significance, or areas of concern.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads 'Ali N. Barnes'.

Ali N. Barnes, CPA  
Yeo & Yeo, P.C.  
CPAs & Business Consultants

Enclosures

January 4, 2024

To the Board of Trustees and Management  
Charter Township of Meridian  
5151 Marsh Rd.  
Okemos, MI 48864

We are pleased to confirm our understanding of the services we are to provide the Charter Township of Meridian for the year ended December 31, 2023.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the Charter Township of Meridian as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Charter Township of Meridian's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Charter Township of Meridian's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedules
- 3) Pension schedules
- 4) Other postemployment benefit (OPEB) schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Charter Township of Meridian's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.
- 2) Nonmajor governmental funds combining statements
- 3) Nonmajor governmental budgetary comparison schedules
- 4) Major governmental fund budgetary comparison schedules

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1) Statistical information

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of group management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant those emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

As part of our group audit procedures, we will evaluate the significance of East Lansing – Meridian Water and Sewer Authority. We will either make reference to other auditors, audit, perform selected audit procedures on, or perform analytical procedures on East Lansing – Meridian Water and Sewer Authority.

We will communicate significant risks of material misstatement identified in our audit planning with a specific individual or individuals charged with governance during our required discussions as part of our planning process. Our audit procedures will be developed to address the specific risks identified.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. This understanding will include relevant group-wide controls. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to group management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Charter Township of Meridian's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Charter Township of Meridian's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Charter Township of Meridian's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also provide the following services, some of which may be covered by separate engagement letters, which cover the terms of each separate engagement. These nonaudit services do not constitute

an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

- Assist in preparing financial statements, related notes and supplementary financial information in accordance with U.S. Generally Accepted Accounting Principles (U.S. GAAP)
- Assist in preparing the government-wide conversion
- Assist in preparing the schedule of expenditures of federal awards and related notes, in accordance with Uniform Guidance
- Assist in preparing the data collection form
- Assist in the implementation of GASB 96 related to SBITA's
- Assist in the calculation of new leases
- Assist in preparing capital asset and depreciation records and calculating depreciation expense, and related journal entries
- Assist in preparing the Michigan Form F-65 Annual Local Unit Fiscal Report

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

At the conclusion of the audit, you agree to retain all work products provided to you as part of our engagement in order to maintain complete records to support the audited financial statements. Under the AICPA Code of Professional Conduct, we cannot serve as custodian of your data under the independence rule.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and

completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

In relation to East Lansing – Meridian Water and Sewer Authority that is to be included in your financial statements, you are also responsible for facilitating access to East Lansing – Meridian Water and Sewer Authority's financial and other relevant information, management and members of the board of directors of East Lansing – Meridian Water and Sewer.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Yeo & Yeo, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Yeo & Yeo, P.C. is not involved, you agree to clearly indicate in the exempt offering document that Yeo & Yeo, P.C. is not involved with the contents of such offering document.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services or we will provide an addendum to be governed by the terms of this engagement letter.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Charter Township of Meridian and the Michigan Department of Treasury; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Yeo & Yeo, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the applicable regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeo & Yeo, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the applicable regulator. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ali N. Barnes is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in April 2024 and to issue our reports no later than June 2024 board meeting.

Professional standards require us to be independent with respect to the Charter Township of Meridian in the performance of our services. Any discussions that management has with personnel of Yeo & Yeo regarding employment could pose a threat to our independence. Therefore, we request that management inform the engagement principal prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement and for one year after its termination, solicit for hire as an employee, consultant or otherwise, any of the other party's personnel without such other party's express written consent. If the Charter Township of Meridian desires to offer employment to a Yeo & Yeo, P.C. employee and the employee is hired in any capacity by the Charter Township of Meridian, a compensation placement fee of 25% of their compensation (including overtime and bonus) may apply.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the price charged by us, and paid by you, for the services set forth in this engagement letter.

Yeo & Yeo, P.C. has an established portal system to allow for secure transfer of your confidential information. The portal system is not intended to be utilized as a record storage device, purely a means to transmit information. Documents provided via the portal system will be removed approximately a year after it has been provided.

Our fee for services will be \$47,250 for the financial statement audit and \$6,000 for the single audit. The fee includes costs of one major programs for single audit purposes, if additional programs are required, there will be an additional charge of \$3,000 per program. Time incurred to make current year changes to fixed asset and depreciation schedules will be billed at standard rates. Our fee for the implementation of GASB 96 and any required lease calculations will be at standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes past due and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination, even if we have not completed our report. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

To be respectful of your time and ours, we schedule our client work well in advance. When engagements have to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result, we may have to put your engagement at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your and our staff. Our price quoted above is contingent on the following:

- All items on the assistance list being completed by the due dates indicated.
- The audit being performed during the dates scheduled.
- All accounts being adequately reconciled by the beginning of scheduled fieldwork.
- Accurate information provided to us that does not require subsequent rework.
- Suralink is used to provide the assistance list items to us.

If the above items are not met and the engagement needs to be rescheduled or if additional days need to be scheduled, then an additional price of 20% will apply. Beyond this, the time required for rework and posting client requested entries after we have been given the trial balance will be billed at our standard hourly rates.

### **Reporting**

We will issue written reports upon completion of our Single Audit and our audit of the Charter Township of Meridian's financial statements.

If determined to be significant, we will make reference to East Lansing – Meridian Water and Sewer Authority's audit report on your financial statements.

Our audit will also include performing procedures on the financial information of East Lansing – Meridian Water and Sewer Authority (or requesting other auditors to perform procedures on the financial information of East Lansing – Meridian Water and Sewer Authority) to enable us to express such an opinion.

Our reports will be addressed to management and those charged with governance of the Charter Township of Meridian. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Our engagement will end upon delivery of your audited financial statements and our report thereon for the year set forth above. Any additional services that may be required will be part of a separate and new engagement. Should you wish to engage us to audit your financial statements for any other year, and should we accept such engagement, such engagement will be a separate and new engagement. A new engagement letter for any services beyond the scope of this engagement will govern the terms and conditions of the new engagement.

We appreciate the opportunity to be of service to the Charter Township of Meridian and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,

Yeo & Yeo, P. C.  
CPAs & Business Consultants



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Ali N. Barnes, CPA, CGFM  
Principal

RESPONSE:

This letter correctly sets for the understanding of the Charter Township of Meridian.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



**To: Board Members**  
**From: Dante Ianni**  
**Finance Director**  
**Date: January 23, 2024**  
**Re: Credit Card Policy Update**

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To better improve access to funds for human service small purchases, I recommend adding the Human Services Specialist position as an authorized employee who can possess and use a Township purchasing credit card. The Human Services Specialist frequently needs to make small purchases and adding the position would improve our purchasing process and better serve our residents in need.

The changes the Township is seeking to establish with this updated policy and guidance are:

- Adding the Human Services Specialist as an authorized user of Township purchasing credit cards (Number 30 of page 2 of the attachment).

**Attachments:**

1. Meridian Charter Township Credit Card Policy/Best Practices – Updated January 2024

**The following motion has been prepared for the Board's consideration:**

**“MOVE TO APPROVE THE RECOMMENDATION FROM THE FINANCE DIRECTOR TO ADD THE HUMAN SERVICES SPECIALIST AS AN AUTHORIZED EMPLOYEE FOR PURSHASING CREDIT CARDS IN TOWNSHIP POLICY”**

## **Credit Card Policy/Best Practices**

### **Credit Card Policy/Best Practices**

1. The credit card will be issued and used only by authorized Meridian Charter Township employees and elected or appointed officials
2. Each authorized employee issued a credit card is required to sign the Township credit card agreement
3. The credit card must be used for purchases for only official business of Meridian Charter Township
4. Credit card purchases should be restricted to professional membership dues, conference and travel expenditures, and emergency purchases (less than \$1,000). Request an invoice for purchases, when possible. The credit card should not be used as a replacement for the purchase order/check request process when that avenue is available.
5. Any online purchases from Amazon, Staples, DBI, and Office Max should be purchased through the Township's account managed by the Executive Assistant
6. The Finance Director or designee is responsible for credit card issuance, accounting, monitoring, retrieval and for overseeing compliance with credit card policies and procedures
7. Receipts supporting credit card purchases should be submitted in a timely (within 7 days of purchase) and organized manner to reconcile against the monthly credit card statement
8. Purchases should be supported by a detailed receipt which includes in detail the good/services purchased, the date of the purchase, the price, and the credit card purchase form
9. Credit card users must notify vendors that the credit card transaction should be tax exempt for goods and services purchases. The Township's tax-exempt form is available in the Finance Department, if requested by the vendor.
10. The employee issued the credit card is responsible for its protection and custody and will immediately notify the Finance Director if the card is lost or stolen and will turn in the card prior to termination of employment or term of elected office
11. Non-compliance with this policy will result in disciplinary action up to, and including termination and may be subject to civil or criminal action
12. The total combined authorized credit limit of the credit cards issued by Meridian Charter Township will not exceed the credit limit of \$100,000
13. The Township will no longer hold petty cash funds

### **Internal Accounting Controls**

1. A current list of all credit cards, authorized users, and credit limits shall be kept on file by the Finance Department
2. The Director/Department Head for the department in which the credit card purchase was made shall review and approve all credit card purchases prior to submission to the Finance Department and Township Board approval. After submission to the Finance Department, the Finance Director will also review and approve the credit card purchases.

## **Credit Card Policy/Best Practices - Concluded**

3. A quarterly audit for Township credit card purchases will be conducted through the Township Manager's office

### **Authorized Township Employees and elected/appointed officials**

1. Township Manager
2. Township Treasurer
3. Township Clerk
4. Executive Assistant
5. Assistant Township Manager/Director of Public Works
6. Director of Project Management & Operations
7. Assessor
8. Neighborhoods & Economic Development Director
9. Fire Chief
10. Human Resources Director
11. Information Technology Director
12. Parks and Recreation Director
13. Community Planning and Development Director
14. Police Chief
15. Finance Director
16. Communications Manager
17. DPW Superintendent
18. Park and Land Preservation Superintendent
19. Police Captain
20. Police Lieutenant
21. Police Sergeant
22. Battalion Chief
23. EMS/Training Chief
24. Fire Captain
25. Township Engineer & Deputy Director of Public Works & Engineering
26. Lead Workers
27. Utility Workers
28. Park Naturalist
29. Parks and Recreation Specialist
30. Human Services Specialist



**To: Board Members**  
**From: Michael R. Hamel, Fire Chief**  
**Date: January 18, 2024**  
**Re: Meridian Township/Delhi Township Standby Fire Agreement**

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Attached for review and approval is a renewal agreement between Delhi Township and Meridian Township to continue providing fire and rescue services to a portion of Alaiedon Township. The following is included in the renewal agreement:

- 4-year agreement January 1, 2024 through December 31, 2027
- Monthly standby fee will be \$1866.33
- Fire run charge will remain \$900 for the first hour for the life of the contract
- Additional charges after the first hour will remain \$600 per hour for the life of the contract
- Command Car category for incidents that do not require fire or rescue apparatus will remain at \$90 per hour for the life of the contract

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE AGREEMENT BETWEEN DELHI CHARTER TOWNSHIP AND MERIDIAN CHARTER TOWNSHIP FOR FIRE AND RESCUE SERVICES WITHIN ALAIEDON TOWNSHIP AND AUTHORIZE THE TOWNSHIP MANAGER AND FIRE CHIEF TO SIGN THE AGREEMENT.**



**MEMORANDUM OF UNDERSTANDING  
DELHI CHARTER TOWNSHIP AND MERIDIAN TOWNSHIP  
FOR FIRE SERVICES WITHIN  
ALAIEDON TOWNSHIP**

---

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT made and entered into as of the 1st day of January 2024, by and between the Charter Township of Delhi, whose address is 2074 Aurelius Road, Holt, Michigan 48842 (hereinafter referred to as "Delhi") and Meridian Charter Township, whose address is 5151 Marsh Road, Okemos, Michigan 48864 (hereinafter referred to as "Meridian").

The Charter Township of Delhi provides contract fire protection to Alaiedon Township and, in order to provide the best delivery of services, Meridian hereby agrees to provide mutual aid fire response and services to Delhi within Alaiedon Township per the following policy.

**1. Fire Protection and Rescue Service.** All fire and rescue calls dispatched by Ingham County 911 Center in Alaiedon Township for properties located along and north of Sandhill Road, including I-96 from College Road to Meridian Road, all of Stillman Road, and all streets and roads north of I-96 will be served by Meridian. Meridian will make available for such purpose all equipment and personnel available at said time, consistent with prudent reserves for fire protection and rescue needs elsewhere. Equipment utilization and staffing shall be within the sole discretion of authorized Meridian Charter Township officers. On I-96, response will be provided to only those calls wherein fire or extrication is needed. This agreement shall not include any ambulance or EMS service within the boundaries of Alaiedon Township.

**2. Compensation.** Compensation to Meridian for each category of service shall be paid by Delhi as follows:

**2A. Standby and Administrative Fee.** An annual standby and administrative fee shall be paid by Delhi to Meridian during the term of this Agreement in the amount of Twenty Two Thousand Three Hundred Ninety Six dollars and no cents (\$22,396.00) Payment shall be made in equal monthly installments of One Thousand Eight Hundred Sixty Six Dollars 33/100 cents (\$1,866.33), commencing on the first day of January 2024 and continuing on the first day of each month thereafter through the end of the term of this agreement. This annual fee may be modified in the following manner based on the annual contract price between Delhi and Alaiedon Township.

A party proposing to modify this annual fee may do so by giving the other written notice of such, and such modified annual fee becomes the new annual fee, unless within 60 days after receipt of such notice, the other party objects in writing to such a modified fee.

If not objected to, the modified fee shall be the new annual fee 60 days after the initial notice and shall be paid in monthly installments over the remaining term of the agreement, unless the parties agree otherwise. The modified annual fee and monthly

payments shall be noted in an attached Exhibit A to the agreement, but the failure to attach or update Exhibit A shall not mean that the fee has not been modified.

**B. Fire Run Charge.**

1. **All Fire and Rescue Calls: 2024-2027** \$900.00
2. **All Additional Hours after the 1<sup>st</sup> hour:** \$600 per hour for each hour after the initial hour. Hours will be measured from time of alarm until all units and personnel have completed all tasks associated with the call. Additional hours shall be measured in quarter hour increments.
3. **Cancelled Calls:** Calls which are cancelled prior to any unit leaving the station will not be charged.
4. **Command Car:** \$90.00 per hour for incidents that do not require traditional fire and rescue apparatus. There are times that an incident arises that requires only the use of a command car type vehicle. Examples include burn complaint checks, CO alarms and other good intent type calls.

**C. Reporting / Invoicing Required**

1. **Reports:** Copies of NFIRS Incident reports for all incidents which Meridian covers within Alaiedon Township during any month will be provided to Delhi no later than the 5th of the following month. Reports will include the name, address and phone number of those persons who received the fire and/or rescue service.
2. **Invoice:** An invoice will be provided to Delhi along with the NFIRS copies. Invoices will indicate date, time, address, total hours, and total fee due for each call.

Payment for fire services rendered pursuant to subparagraphs B and C above shall be made within sixty (60) days of billing.

**3. Employee Protection.** Meridian shall maintain all required insurance coverage pertaining to its firefighting personnel and equipment, which coverage shall be in the same amount and equally applicable to losses which may be incurred while providing firefighting services to Alaiedon Township required herein.

**4. Non-Discrimination.** The parties agree that neither shall discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, sexual orientation, gender identity or marital status. Breach of this covenant may be regarded as a material breach of this contract which allows the non-discriminatory party to immediately terminate this agreement.

**5. Term.** This agreement shall commence at 12:01 a.m. on January 1, 2024 and shall continue until midnight December 31, 2027. This agreement may be renewed, extended or modified upon the mutual consent of both parties in the event of renewal, the then-current annual standby and administrative fee under paragraph 2A shall continue for another year.

**5A.** Notwithstanding anything in this paragraph to the contrary, either party to this agreement may terminate it upon 60-days' written notice to the other.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written

***THE CHARTER TOWNSHIP OF MERIDIAN***

By: \_\_\_\_\_  
***Frank Walsh***  
Its: ***Township Manager***

By: \_\_\_\_\_  
***Michael Hamel***  
Its: ***Fire Chief***

*And.*

***THE CHARTER TOWNSHIP OF DELHI***

By: \_\_\_\_\_  
***Tracy LC Miller***  
Its: ***Manager***

By: \_\_\_\_\_  
***Brian J. Ball***  
Its: ***Fire Chief***



**To: Board Members**  
**From: Phil Deschaine, Treasurer**  
**Date: January 17, 2024**  
**Re: Fourth 2023 Investment Report**

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**9-G**

Attached is the Meridian Township Investment Report for the fourth quarter of 2023. It lists the current fixed and non-fixed Meridian Township investments, transfers and the financial institutions that are holding Township investments.

Our investment balances shown in this report are essentially unchanged from the third quarter 2023 report, with only interest earnings added.

With the input from our investment advisors at Robinson Capitol, we expect our investment instruments to be refined and possibly expanded in 2024.

12/31/2023

Treasurer's Office

<b>Bank</b>	<b>Amount Fixed</b>	<b>Amount Non-Fixed</b>	<b>Total Investment</b>
Horizon	\$ -	\$ 214,652.75	\$ 214,652.75
MBS	\$ 20,224,021.88	\$ -	\$ 20,224,021.88
MI Class	\$ -	\$ 24,667,012.17	\$ 24,667,012.17
MSU Federal CU	\$ 2,067,132.43	\$ 783,060.84	\$ 2,850,193.27
First Nat'l Bank of MI	\$ 2,086,722.61	\$ -	\$ 2,086,722.61
Commercial Bank	\$ 2,051,610.34	\$ -	\$ 2,051,610.34
Independent	\$ 1,000,000.00	\$ -	\$ 1,000,000.00
PNC	\$ -	\$ -	\$ -
Totals	\$ 27,429,487.26	\$ 25,664,725.76	\$ 53,094,213.02
% of total investment	51.66191511	48.33808489	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.

12/31/2023

**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)	1,993,111.00	04/27/22	1.895%	3140HYAD0
09/30/24	general fund	United States Treas (MBS)	979,490.00	09/13/22	2.125%	9128282Y5
09/30/25	general fund	United States Treas (MBS)	3,908,600.00	09/13/22	3.000%	9128285C0
08/15/27	general fund	United States Treas (MBS)	7,550,320.00	09/14/22	2.250%	9128282R0
			<b>15,521,521.00</b>			
05/01/30	land pres	FNMA (MBS)	138,651.20	05/01/22	1.895%	3140HYAD0
			<b>138,651.20</b>			
10/01/24	land pres res	FNMA (MBS)	869,289.68	07/30/19	2.470%	3138LK5L7
09/01/31	land pres res	FNMA (MBS)	864,560.00	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%	3130AQ437
			<b>2,563,849.68</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	2,051,610.34	09/01/22	2.050%	3200101015
09/02/24	road imp	First National Bank of MI	1,043,012.61	09/02/22	3.150%	310029509
09/02/25	road imp	First National Bank of MI	1,043,710.00	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	MSUFCU	2,067,132.43	09/01/22	2.510%	367213-C4
			<b>7,205,465.38</b>			
<b>Total Fixed Investments \$</b>			<b>27,429,487.26</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	\$ 92,463.43	5.5532%	pooled funds
05/12/08	GF	0289-0003	MI Class	\$ 8,797,451.13	5.5532%	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	\$ 783,055.84	3.00%	money market
<b>Total</b>				<b>\$ 9,672,975.40</b>		
08/01/02	LP	RMB-007923	MBS	\$ -	0.00%	money market
05/12/08	LP	0289-0006	MI Class	\$ 3,926,883.22	5.5532%	pooled funds
<b>Total</b>				<b>\$ 3,926,883.22</b>		
08/01/02	LP-R	RMB-008103	MBS	\$ -	0.00%	money market
01/16/09	LP-R	7602000113	Horizon	\$ 214,652.75	1.800%	money market
05/12/08	LP-R	0289-0008	MI Class	\$ 481,772.98	5.5532%	pooled funds
<b>Total</b>				<b>\$ 696,425.73</b>		
08/01/02	PM	RMB-008145	MBS	\$ -	0.00%	money market
09/30/08	PM	0289-0007	MI Class	\$ 1,343,098.74	5.5532%	pooled funds
<b>Total</b>				<b>\$ 1,343,098.74</b>		
5/17/2022	PW	0289-0002	MI Class	\$ 13,140.72	5.5532%	pooled fund
<b>Total</b>				<b>\$ 13,140.72</b>		
08/01/02	SF	RMB-007907	MBS	\$ -	0.00%	money market
05/27/22	SF	0289-0004	MI Class	\$ 5,393,402.64	5.5532%	pooled fund
<b>Total</b>				<b>\$ 5,393,402.64</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	\$ 2,133,367.39	5.5532%	pooled funds
<b>Total</b>				<b>\$ 2,133,367.39</b>		
03/09/17	BP	0289-0009	MI Class	\$ 2,093,143.32	5.5532%	pooled funds
<b>Total</b>				<b>\$ 2,093,143.32</b>		
03/09/17	RDS	0289-0010	MI Class	\$ 392,288.60	5.5532%	pooled funds
<b>Total</b>				<b>\$ 392,288.60</b>		
12/6/2019	RDIMP	RMB-039025	MBS	\$ -	0.00%	money market
<b>Total</b>				<b>\$ -</b>		
<b>Total Non-Fixed Investments</b>				<b>\$ 25,664,725.76</b>		
<b>Total Fixed and Non-Fixed Investments</b>				<b>\$ 53,094,213.02</b>		

**FIXED MATURITY INVESTMENT TRANSACTIONS FOR OCTOBER - DECEMBER 2023**

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<b>10/2/2023</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on 2 First National Bank of MI CDs	\$	5,394.82
<b>10/31/2023</b>	<b>GENERAL FUND</b>		
	Principal payment received on MBS agency funds	\$	75,735.36
<b>10/31/2023</b>	<b>LAND PRESERVATION</b>		
	Principal payment received on MBS agency fund	\$	252.67
<b>10/31/2023</b>	<b>LAND PRESERVATION RESERVE</b>		
	Principal payment received on MBS agency funds	\$	6,631.87
<b>10/31/2023</b>	<b>PUBLIC WORKS</b>		
	Principal payment received on MBS agency fund	\$	3,676.71
<b>10/31/2023</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on MSU CD C4	\$	4,321.70
<b>11/2/2023</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on 2 First National Bank of MI CDs	\$	5,589.46
<b>11/30/2023</b>	<b>GENERAL FUND</b>		
	Principal payment received on MBS agency funds	\$	4,497.24
<b>11/30/2023</b>	<b>LAND PRESERVATION</b>		
	Principal payment received on MBS agency funds	\$	261.09
<b>11/30/2023</b>	<b>LAND PRESERVATION RESERVE</b>		
	Principal payment received on MBS agency funds	\$	3,882.10
<b>11/30/2023</b>	<b>PUBLIC WORKS</b>		
	Principal payment received on MBS agency fund	\$	1,868.49
<b>11/30/2023</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on MSU CD C4	\$	4,191.09
<b>12/1/2023</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Quarterly interest earned on Commercial Bank CD	\$	10,432.38

<b>12/2/2023</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on 2 First National Bank of MI CDs	\$	5,423.52
<b>12/29/2023</b>	<b>GENERAL FUND</b>		
	Principal payment received on MBS agency funds	\$	3,632.08
<b>12/29/2023</b>	<b>LAND PRESERVATION</b>		
	Principal payment received on MBS agency fund	\$	252.67
<b>12/29/2023</b>	<b>LAND PRESERVATION RESERVE</b>		
	Principal payment received on MBS agency funds	\$	3,756.87
<b>12/29/2023</b>	<b>PUBLIC WORKS</b>		
	Principal payment received on MBS agency fund	\$	3,676.71
<b>12/31/2023</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on MSU CD C4	\$	4,339.61

**NON FIXED INVESTMENT TRANSACTIONS FOR OCTOBER - DECEMBER 2023**

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<b>10/31/2023</b>	<b>GENERAL FUND</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	75,735.36
<b>10/31/2023</b>	<b>LAND PRESERVATION</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	252.67
<b>10/31/2023</b>	<b>LAND PRESERVATION RESERVE</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	6,631.87
<b>10/31/2023</b>	<b>PUBLIC WORKS</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	3,676.71
<b>11/13/2023</b>	<b>PARK MILLAGE</b>		
	Transferred funds from MI Class to Horizon checking	\$	100,000.00
<b>11/15/2023</b>	<b>SEWER FUND</b>		
	Transferred funds from MI Class to Horizon checking	\$	1,000,000.00
<b>11/30/2023</b>	<b>PARK MILLAGE</b>		
	Transferred funds from MI Class to Horizon checking	\$	25,000.00
<b>11/30/2023</b>	<b>GENERAL FUND</b>		
	Transferred funds from MI Class Pooled Fund to Horizon checking	\$	1,000.00
<b>11/30/2023</b>	<b>GENERAL FUND</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	4,497.24
<b>11/30/2023</b>	<b>LAND PRESERVATION</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	261.09
<b>11/30/2023</b>	<b>LAND PRESERVATION RESERVE</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	3,882.10
<b>11/30/2023</b>	<b>PUBLIC WORKS</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	1,868.49
<b>12/8/2023</b>	<b>GENERAL FUND</b>		
	Transferred funds from MI Class Pooled Fund to Horizon checking	\$	10,000.00

<b>12/8/2023</b>	<b>PARK MILLAGE</b>		
	Transferred funds from MI Class to Horizon checking	\$	100,000.00
<b>12/29/2023</b>	<b>GENERAL FUND</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	3,632.08
<b>12/29/2023</b>	<b>LAND PRESERVATION</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	252.67
<b>12/29/2023</b>	<b>LAND PRESERVATION RESERVE</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	3,756.87



**To: Board Members**  
**From: Michael Hamel, Fire Chief**  
**Date: January 18, 2024**  
**Re: Ratification of New Paramedic Appointment**

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Leslie Ireland, from Lansing, graduated from the Ascension Genesys Paramedic Program at Livingston County EMS in December 2023 and is a licensed paramedic as of January 2024. She has worked as an EMT for Patriot Ambulance Service and Clinton Area Ambulance Service. She will be attending the Clinton County Fire Academy over the next few months to obtain Fire Fighter I and II certification and HazMat Operations certification.

**MOVE TO AUTHORIZE THE FIRE DEPARTMENT TO APPOINT LESLIE IRELAND TO FULL-TIME PARAMEDIC.**



**To: Board Members**  
**From: Patricia Herring Jackson, Township Supervisor**  
**Date: January 19, 2024**  
**Re: Board and Commission Appointments**

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The Corridor Improvement Authority has 4 vacancies.

The following motions are proposed for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT OF ADAM HODGES TO THE CORRIDOR IMPROVEMENT AUTHORITY FOR A TERM ENDING 2/1/2027.**

**MOVE TO REAPPOINT CHRIS NUGENT AND CHRIS RIGTERINK TO THE CORRIDOR IMPROVEMENT AUTHORITY FOR A TERM ENDING 2/1/2027.**

The Community Resources Commission has 1 vacancy with a term ending 12/31/2024.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT OF LISA WHITING DOBSON TO THE COMMUNITY RESOURCES COMMISSION FOR A TERM ENDING 12/31/2024.**

The Zoning Board of Appeals has 1 vacancy with a term ending 12/31/2026. Current alternate member Anthony Bennett is interested in moving to full member.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT OF ANTHONY BENNETT TO THE ZONING BOARD OF APPEALS FOR A TERM ENDING 12/31/2026.**

The Downtown Development Authority has 5 vacancies.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT OF RONALD SDAO TO THE DOWNTOWN DEVELOPMENT AUTHORITY FOR A TERM ENDING 12/31/2027.**

The Environmental Commission has 2 vacancies.



The following motions are proposed for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT OF ANDREA PAUL TO THE ENVIRONMENTAL COMMISSION FOR A TERM ENDING 12/31/2024.**

**MOVE TO APPROVE THE APPOINTMENT OF YU MAN LEE TO THE ENVIRONMENTAL COMMISSION FOR A TERM ENDING 12/31/2026.**

The Local Officials Compensation Commission has 1 vacancy.

The following motion are proposed for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT OF JAMES WINSTAND TO THE LOCAL OFFICIALS COMPENSATION COMMISSION FOR A TERM ENDING 12/31/2028.**

The Board of Review has 1 alternate vacancy.

The following motion are proposed for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT OF DAVID LICK, AS AN ALTERNATE, TO THE BOARD OF REVIEW FOR A TERM ENDING 12/31/2024.**

**Attachment:**

1. Public Service Applications

# Adam Hodges

██████████ · ██████████, MI 48911 · ██████████

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11/13/2023

RE: Corridor Improvement Authority

I am interested in being considered for the Corridor Improvement Authority and have enclosed my resume for your review. In it, I have detailed my experience and training, and I am confident you will find that I have the qualifications for the position.

I have served in various capacities for the same company for over twenty years occupying management positions. I have been successful and pleased with my advancement over the years and I am looking for new opportunities and new challenges to further my involvement in the community. Therefore, I am pursuing this opportunity where I can use the skills I have developed to make a positive contribution in Meridian Township.

In addition to the qualifications outlined in my resume, I would like to offer the following additional information for your consideration:

- I have served in positions requiring strong administrative skills and management. I enjoy interacting with the public as well as coordinating operations with outside groups and agencies, which requires staying engaged and diligently following up to ensure project completion.
- Required to demonstrate leadership, communication, and interpersonal expertise, I perform well with diverse populations and in stressful situations. I have a proven record of effective conflict resolution, good judgment, and the ability to think and respond quickly.

I have consistently proven myself as a dedicated, disciplined, and capable leader, earning the respect of my peers, superiors and clients. I firmly believe that my experience, reputation, training and skills will be useful for this position.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

*Adam Hodges*

# Adam Hodges

, MI 48913

Multiple-site **Manager** offering 20+ years' experience in property management, operations, maintenance and repair, customer service, security, compliance, and budget controls and sales. Career distinguished by promotion to positions of progressive responsibility/accountability. Knowledgeable of HR processes, including disciplinary, promotions, evaluations, and fair labor practices.

## Key Strengths

**Property Management  
Facility Management  
Crisis Management  
Employee Relations  
Budget Planning  
Staff Training / Mentoring  
OSHA & EPA Regulations**

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## Education/Certification

**2013 – FEMA  
IS-00901: Active Shooter**

**2015 – AED/CPR  
Aerial/Scissor Lift**

**2000 – A.A. /Criminal Justice  
Delta College,  
University Center, MI**

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## Scope of Knowledge

**-Team Development  
-Property Management  
-Budgeting  
-Asset Management  
-Leasing  
-Contacts  
-Lease Administration  
-Facility Maintenance  
-Carpentry/Construction  
-Blueprints/Schematics  
-Some AutoCAD Training**

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## Qualifications

### ***Leadership:***

- Supervisory/training experience; team facilitator.
- Self-motivated, personable with the ability to generate enthusiasm and positively affect staff productivity.
- Reliable, sound judgment; delegate appropriately.
- Team development

### ***Administrative:***

- Recruit and hire operational staff; implement training programs; counsel and discipline employees.
- Prepare bid proposals and review contracts; facilitate policy changes for improvement.
- Budgeting; conduct cost feasibility research.

### ***Communication:***

- Well-developed interpersonal and social skills.
- Relate effectively at all levels of contact and diversity.
- Excellent company representative; calm, professional.

### ***Performance:***

- Quick to assess situations and make appropriate decisions in fast-paced, demanding environments.
- Streamline operations through optimum time, staff, and resource management.

## Professional Experience

CBL Properties - 2017 to Current

General Manager

(2022 – Current) (Meridian Mall, Okemos, MI /  
Laurel Park Place, Livonia, Michigan)

- Manage 1.5 million square feet of mall retail and outparcels in multiple locations.
- Team Development
- Budgeting / Budget Controls

- Specialty Leasing Manager  
(2021 – 2022) (Meridian Mall, Okemos, MI)
- Leasing Retail Space
  - Lease Negotiations
  - Sales of advertising space
  - Assist with Property Management assignments.

- Operations Manager  
(2017 – 2021) (Meridian Mall, Okemos, MI)
- Oversee Facility Operations / Budget controls
  - Sales reaching \$10,000 plus in sponsorships
  - Contributing to reduction in costs related to operations budget
  - Project bidding and management

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ERMC, Corporate, Chattanooga, TN 2001 – 2017

**Senior Director of Operations & Security**  
(2012 – 2017) (Meridian Mall, Okemos, MI)

- Supervise 30+ managers and employees; facility maintenance, landscaping, janitorial and security
- Budget tracking/analysis
- Hire, train and coach employees; ensure staffing levels
- Facility repair and maintenance including central plant
- Perform daily inspections of property/equipment
- Supply and parts ordering and management

**Operations/Security Director, Area Mgr.**  
(2007 – 2012) (Meridian Mall, Okemos, MI)

**Operations Director/Area Mgr.**  
(2005 – 2007) (Laurel Park Place, Livonia, MI)

**Security Director**  
(2003 – 2005) (Midland Mall, Midland, MI)

**Assistant Operations Director**  
(2001 – 2003) (Midland Mall, Midland, MI)

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

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

I am interested in serving on the Meridian Township Community Resources Commission. I have been a long-time community volunteer and am particularly interested in social justice issues such as poverty; affordable housing; environmental justice; health and welfare of children, marginalized people, seniors, and differently abled people; and issues of equity and inclusion. I believe it is important to be actively involved in and of service to the community in which you live.

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

I have a MA and BS in Telecommunication and a BS in Psychology from MSU, and an AA in Dance from LCC. I completed a thirty-week course on Poverty from Just Faith and a twenty-four week group of courses on Ecojustice from Just Faith. I am a long-time Junior League of Lansing member and have volunteered in many community service activities for groups including Ele's Place, Backpacks for Kids, Greater Lansing Food Bank, and Advent House.

(Attach resume if available)  
[Lisa Whiting Dobson CV 2.pdf](#)

\* Full Name  
Lisa Whiting Dobson

\* **Occupation**  
Television Producer/Director/Instructor, Associate Professor, Television Producer/Director

\* **Place of Employment**  
Michigan State University, Lansing Community College, Saint Thomas Aquinas Church

\* Home Address

██████████  
██████████

\* Phone (Day)

██████████

\* Phone (Evening)

██████████

\* **Email**

████████████████████

\* **Please type your name in the box below as a digital signature**  
Lisa Lorraine Whiting Dobson

\* **Date and Time**  
03/22/2023

Other than the Downtown Development Authority Board 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.

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

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

I have an interest in getting involved in my local community and I am currently entering the work field for my career path of civil engineering so I feel that this can be greatly valuable experience for me personally.

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

I have had many public service jobs where I have had to interact with a lot of people so public speaking and interaction are no problem for me. I have in depth problem solving and critical thinking skills from the attainment of my bachelors in science. I am not afraid to ask questions if I recognize that a certain topic is out of my field of expertise.

(Attach resume if available)

\*\*SKIPPED\*\*

\* Full Name  
Anthony Bennett

\* **Occupation**  
Barista

\* **Place of Employment**  
Biggby Coffee

\* Home Address

[REDACTED]

\* Phone (Day)

[REDACTED]

\* Phone (Evening)

[REDACTED]

\* **Email**

[REDACTED]

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

[REDACTED]

\* **Date and Time**

05/09/2023

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

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

To whom it may concern: My name is Ronald Sdao. I have interest in a property within the downtown area and would like to help to shape the growth and development of our town to share with future generations.

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

My background in Cabinetry and Architectural hardware sales was my lead into the building field where I worked closely with architects and designers. Building relationships to show and supply architectural projects with our products.

(Attach resume if available)

[Ron Sdao Resume.doc](#)

\* Full Name  
Ronald Sdao

\* **Occupation**  
I am a flooring specialist and an active member of Rotary Club.

\* **Place of Employment**  
Carpet Studio Flooring America

\* Home Address

██████████  
██████████

\* Phone (Day)

██████████

\* Phone (Evening)

██████████

\* **Email**

████████████████████

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

██████████

\* **Date and Time**

12/15/2023

Other than the Downtown Development Authority Board 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.

# **RONALD SDAO**

Michigan, USA



**Architectural products and distribution channel professional focused on building and maintaining relationships to grow sales.**

- Architectural sales professional.
- Business owner.
- Recipient of Best of Houzz 2017, 2019, 2020 and 2021
- Successfully managed remote offices
- Needs based sales consultant.
- CRM software, Cabinet design software

## **PROFESSIONAL EXPERIENCE:**

### **Sales**

- Industries include architectural hardware, tile / masonry and technology segments.
- Established relationships with targeted VAR's and systems integrators; consistently exceeded sales goals up to \$1.8 million per month.
- Consulted with senior engineers from Sun Micro Systems, Intel, IBM, Hewlett Packard, Boeing and Raytheon, new product design and development of thermal control devices.
- Product presentations to lead spec writers of prominent architectural firms. Wins include: Hilton Hotels, Dallas Cowboys Stadium, The Venetian, W Hotel, Omni Hotel, Lifetime Fitness, Covenant Group assisted living, Dallas Country Club and more.
- Industry trade shows: booth development, lead management, logistics and staffing.
- Consistently increased territories and market share by promoting push through sales.
- Improved product knowledge with distributors, dealers and independent representatives.
- Generate territory sales plans to maximize corporate sales goals.
- Negotiate and close agreements supporting corporate profit objectives.
- Increased customer base; identified and targeted alternate sales channels.
- Solutions-oriented consultative selling approach.
- Skilled managing projects through distributors, architects, manufacturers and contractors.

### **Distribution and Channel Management**

- Spearheaded distribution operations; established relationships with national and regional distributors.
- Developed distributor and independent representative's contracts.
- Increased distributor inventory levels with designed stocking packages; direct impact to bottom line P&L.
- Traveled heavily through U.S. for distribution training and joint sales calls.
- Opened a new office in southern California to support distributors and independent representative companies.
- Develop and maintain distribution and OEM sales plans.

## Communication

- Report directly to the President and CEO; account management, strategy and execution.
- Provide useful feedback on marketing materials and competitive information.
- Coordinates, organize and host CEU courses for architects.
- Write routine reports and correspondence.
- Created new catalogs for trade shows and distributors.
- Educational power point presentations: product knowledge, new product rollouts and sales training.
- Routinely corresponded with associates in Japan for engineering, marketing and production schedules.
- Clearly document and track interaction with field and project team members.
- Understand General technical documents: architectural specifications, engineering data, construction plans and operating procedure manuals.
- Produced quarterly mass marketing mailers targeting identified channels.
- Designed U.S. retail packaging with marketing department in Japan.
- Lead contract and lease negotiations for buildings and capital equipment.

## EMPLOYMENT HISTORY

- |   |                      |                   |
|---|----------------------|-------------------|
| • <b>Carpet Studio Flooring America</b> | Flooring Specialist  | 05-2023           |
| • <b>Michigan State University</b>      | Greens Keeper        | 04/2022 – 12/2022 |
| • <b>Architectural Sales</b>            | The Masonry Center   | 06/2020 - 03/2021 |
| • <b>Owner \ President</b>              | Boise Custom Closets | 10/2014 - 06/2020 |
| • <b>Director of Builder Sales</b>      | CLASSY CLOSETS       | 01/2012 – 09/2014 |

## EDUCATION, INTERNSHIPS, AWARDS, AFFILIATIONS AND CERTIFICATES

- Associate degree; Foreign Language and Asian Relations, Lansing Community College, Lansing, MI.
- International internship, Keihan Railway Corporation, Osaka, Japan  
Intense work-study program with emphasis in Japanese Management Style and Corporate Structure, Japanese Culture, Religions of East Asia and Japanese Language.
- Achieve Global Professional Selling Skills 1 and 2.
- Karras Effective Negotiating Skills.
- Recipient of “Best of Houzz” award 2017, 2019, 2020 and 202.
- AIA, IIDA, KCMA, Closet Institute of America.

# Andrea Paul Application

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

Brownfield Redevelopment Authority \*  
Environmental Commission  
Lake Lansing Watershed Advisory Committee \*  
Land Preservation Advisory Committee

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

I am a recent MSU graduate from the Fisheries and Wildlife Department and I am seeking to do environmental related work here in my hometown of Okemos. I am very passionate about conservation, habitat restoration and environmental planning. I want to have a career that makes positive impacts to the environment and I am seeking to get my feet wet in new experiences.

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

I have a Bachelor's of Science in Fisheries and Wildlife with a concentration in Conservation Biology and a minor in Environmental Studies and Sustainability. I have experience working as a Research Assistant for the Data Intensive Limnology Lab in the Department of Fisheries and Wildlife and as a Wildlife Rehabilitation Intern for a wildlife rehabilitation center in East Lansing. I have developed skills in wildlife management, ArcGIS and field sampling.

(Attach resume if available)

[AMP Resume.pdf](#)

\* Full Name

Andrea Paul

\* **Occupation**

College Graduate

\* **Place of Employment**

Unemployed

\* Home Address

██████████  
██████████

\* Phone (Day)

██████████

\* Phone (Evening)

██████████

\* **Email**

████████████████████

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

██████████

\* **Date and Time**

11/07/2023

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# Andrea Paul



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## **Education**

Bachelor's of Science in Fisheries and Wildlife - Michigan State University 2023  
Environmental Studies and Sustainability Minor  
Concentration in Conservation Biology  
GPA: 3.89/4.0

## **Experience**

Data Intensive Limnology Lab at the MSU Department of Fisheries and Wildlife, 480  
Wilson Rd, East Lansing, MI 48824 - Research Assistant

May 2022 - April 2023

6-40 hours/week

- Analyzed and managed data using R and ArcGIS to determine the effects of wildfires on lake water quality.
- Collected data on water quality using various field sampling techniques from boats and canoes.
- Examined past research papers, state environmental data and other website databases to further the understanding of the research objective.
- Organized data presentations for workshop presentations to collaborate between MSU team members.

Study Abroad Program - Sustaining South African Wildlife: Cash, Crime, Conflicts  
and Conservation

South African Wildlife College - Springvalley Farm 200KU Kempiana Nature Reserve,  
Orpen Road, Hoedspruit, 1380, South Africa

July 2022- August 2022

- Assessed human-wildlife conflicts, examined the role of hunting and the hunting industry, culling and diseases have on wildlife conservation and protection.
- Practiced intercultural communication with government officials, scientists, researchers, land managers and game rangers on conservation efforts.
- Participated in elephant collaring and rhino conservation tactics with research specialists to collect data on species and prevent poaching.

Dog Gone Fun, 2844 Atrium Rd, Okemos MI, 48864 - Team Leader

June 2020 - May 2022

Promotions: Team Leader, Pack Leader

- Trained and evaluated employees on dog handling and educational progress.
- Monitored behaviors and eliminated safety hazards to minimize animal injury

- risk.
- Followed strict safety and cleaning procedures to promote animal wellbeing.
- Administered special food formulas and medications to individual animals based on unique dietary and medicinal needs.

Nottingham Nature Nook, 16848 Towar Ave, East Lansing, MI 48823 - Wildlife

Rehabilitation Intern

May 2021 - August 2021

36 hours/week

- Fed, cleaned and nurtured injured/orphaned fawns, squirrels, rabbits, and birds.
- Performed physical therapy and administered medication.
- Answered phone calls and questions from the public.
- Released healthy animals back into their natural habitat.

## **Skills**

Computer skills (ArcGIS, Microsoft Excel, Microsoft Office, R), data and research analysis, water sampling, cost-analysis, budgeting, training, report and technical writing, habitat management planning, environmental assessments, literature review, GPS, customer service, data organization, time management, digital marketing, oral communication, teamwork, leadership, problem-solving.

## **Publications**

McCullough, I. M., Brentrup, J. A., Wagner, T., Lapierre J., Henneck, J, **Paul, A. M.**, Belair, M., Moritz, M. A. and C. T. Filstrup. (2023). Fire characteristics and hydrologic connectivity influence short-term responses of north temperate lakes to wildfire.

*Geophysical Research Letters*, 50, e2023GL103953.

<https://doi.org/10.1029/2023GL103953>

## **Awards**

- Dean's List Years 2019-2022
- MSUFCU Internship Scholarship
- Michigan Competitive Scholarship
- MSUFCU Endowment Study Abroad Scholarship
- CANR Education Abroad scholarship
- Employee of the week - Dog Gone Fun, 2020

## **Volunteer Work**

- Soup Kitchen Captain of ACTION - Volunteer organization for the Okemos/Lansing area
- Okemos Outreach - Free infant daycare organization for the South Chicago area
- National Honor Society - Provide community assistance in the

- Okemos/Lansing Area
- Capital Area Humane Society and Ingham County Animal Control

### **Clubs**

- MSU Fisheries and Wildlife Club
- Brushstrokes, Fundraising Coordinator of 2019
- Pre-Veterinary Medical Association
- CHAARG

### **Personal and Professional References Upon Request**

# Yu Man Lee Application

\* 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 would like to apply to serve on the Environmental Commission because I recognize and value the importance of a healthy environment to quality of life in Meridian Twp and in general and I would like to help the Twp continue and improve efforts to maintain a healthy environment and conserve the natural resources in our community for current and future generations.

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

My educational and work background is in the natural resources and conservation field. I have been a conservation scientist conducting research and education and outreach on rare species and diverse natural communities, particularly amphibians and reptiles and wetlands, in Michigan and the Great Lakes region for over 25 years. I provide information and technical assistance to diverse stakeholders. I also have served on Meridian Twp's Land Preservation Advisory Board for a number of years.

(Attach resume if available)

[Yu Man Lee Resume CV Dec2022.pdf](#)

\* Full Name

Yu Man Lee

\* **Occupation**

Conservation Scientist

\* **Place of Employment**

Michigan Natural Features Inventory, Michigan State University

\* Home Address

[REDACTED]

\* Phone (Day)

[REDACTED]

\* Phone (Evening)

[REDACTED]

\* **Email**

[REDACTED]

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

Yu Man Lee

\* **Date and Time**

11/08/2023

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## YU MAN LEE

Michigan Natural Features Inventory, Michigan State University Extension, [REDACTED], Lansing, MI  
48901-3036, Tel: [REDACTED] (W), [REDACTED] (C), Fax: [REDACTED], Email: [REDACTED]

### Education:

1997 M.S., Wildlife Science, Oregon State University, Corvallis, OR  
1991 B.S., Natural Resources, University of Michigan, Ann Arbor, MI

### Professional Experience:

1997 – Present Conservation Scientist, Zoologist, Michigan Natural Features Inventory (MNFI), Michigan State University Extension (MSUE).  
2007-2009 Interim Director, Michigan Natural Features Inventory, MSUE.

### Primary Focus Areas:

- ◆ 25 years designing and conducting field inventory, research, and monitoring of Michigan's native ecosystems and rare and declining species, particularly amphibians and reptiles
- ◆ 22 years delivering biodiversity-focused workshops and trainings to professional and public audiences
- ◆ 11 years studying vernal pools, including mapping, monitoring, training, education and outreach, and coordinating a citizen science-based vernal pool mapping and monitoring program in Michigan

### Select Recent Grants Awarded:

- ◆ Investigating the Use of Digital Surface Models to Model Vegetation Succession to Inform Conservation and Recovery of Eastern Massasaugas. 2022-2023. Sponsor: Michigan Department of Natural Resources (MDNR). Partner: Michigan Tech Research Institute. Award: \$26,000.
- ◆ Conservation of Blanding's and Spotted Turtles in Michigan and Ohio. 2022-2024. Sponsors: U. S. Fish and Wildlife Service (USFWS), Competitive State Wildlife Grant and Ohio and Michigan Departments of Natural Resources. Partners: Toledo Zoo, Ohio State University, Purdue University-Ft. Wayne, Wittenberg University, Grand Valley State University (GVSU), John Ball Zoo (JBZ). Award: \$499,945 (Michigan portion: \$238,333).
- ◆ Upper Midwest Turtle Conservation: Phase 3. 2021-2024. Sponsors: USFWS Competitive State Wildlife Grant and Ohio and Michigan Departments of Natural Resources. Partners: Minnesota, Wisconsin, and Iowa Departments of Natural Resources, GVSU, JBZ. Award: \$997,925 (Michigan portion: \$249,627).
- ◆ Facilitating and Implementing Eastern Massasauga Conservation and Recovery in Michigan. 2021-2025. Sponsors: USFWS Endangered Species Recovery Challenge Grant and Michigan Nature Association. Partners: GVSU, MDNR, Springfield Township. Award: \$670,896 (MNFI portion: \$322,365).
- ◆ Blanding's Turtle Conservation in the Lake Erie Watershed. 2019-2023. Sponsors: USFWS Competitive State Wildlife Grant and Ohio and Michigan Departments of Natural Resources. Partners: Toledo Zoo, Ohio State University, Purdue University-Ft. Wayne. Award: \$500,000 (Michigan portion: \$177,299).
- ◆ Understanding and Enhancing Connectivity of Michigan's Eastern Massasauga Rattlesnake Populations to Guide Management and Conservation Efforts. 2017-2020. Sponsor: U.S. Geological Survey Science Support Partnership. Partners: USFWS and GVSU. Award: \$164,589 (Michigan portion: \$34,315).
- ◆ Assistance with an Eastern Massasauga Population Study at Camp Grayling. 2019-present. Sponsors: Michigan Department of Military and Veteran Affairs and DLZ. Award: \$72,395.
- ◆ Promoting Healthy Watersheds and Healthy Communities by Integrating Ecosystem Study, Citizen Science and Stewardship. 2016–2020. Sponsor: National Oceanic and Atmospheric Administration, Bay Watershed Education (BWET) program. Award: \$150,000
- ◆ Identifying and Mapping Vernal Pools in the Hiawatha National Forest. 2014-2015. Sponsor: U.S. Forest Service, Hiawatha National Forest. Award: \$30,000
- ◆ Upper Midwest Riverine Turtle Habitat Improvement. 2013-2016. Sponsors: USFWS Competitive State Wildlife Grant and Michigan Department of Natural Resources. Partners: Minnesota, Wisconsin, and Iowa Departments of Natural Resources. Award: 493,903 (Michigan portion: \$100,000).
- ◆ Identifying and Mapping Vernal Pools on State Forest Lands. 2013-2014. Sponsors: Verso Paper Corp, Michigan Forest Products Council, Michigan Department of Natural Resources. Award: \$42,700
- ◆ Developing an Approach for Identifying, Mapping, and Assessing Vernal Pools in Michigan. 2010-2014. Sponsors: Michigan Department of Environmental Quality, U.S. Environmental Protection Agency Region 5 Wetland Program Development Grant. MNFI Award: \$390,296.

### Select Publications and Technical Reports:

- ◆ Bassett, T.J., A.A. Cole-Wick, P. Badra, D.L. Cuthrell, H.D. Enander, P.J. Higman, **Y. Lee**, C. Ross, and L.M. Rowe. 2022 Natural Features Inventory of Fort Custer Training Center. Michigan Natural Features Inventory Report Number 2022-09, Lansing, MI. 91 pp. + xi, Appendices
- ◆ **Lee, Y.** 2020. Assistance with the Eastern Massasauga (*Sistrurus catenatus*) Population Survey and Education and Outreach for the Camp Grayling Joint Military Training Center 2019. Michigan Natural Features Inventory Report No. 2020-04, Lansing, MI. 38 pp.
- ◆ Lincoln, J.M., A.P. Kortenhoven, P.J. Badra, **Y.M. Lee**, H.D. Enander, M.J. Monfils, A. Cole-Wick, C.M. Wilton, and J.G. Cohen. 2020. Natural Features Inventory and Management Recommendations for Maple River State Game Area. Michigan Natural Features Inventory, Report Number 2020-10, Lansing, MI. 126 pp.
- ◆ Cole-Wick, A., L. Rowe, P. Badra, T. Bassett, **Y. Lee**, C. Ross, J. Paskus, and M. Monfils. 2020. Natural Features Inventory of Saginaw Chippewa Indian Tribe Lands. Michigan Natural Features Inventory, Report Number 2020-13, Lansing, MI, USA.
- ◆ Bradke, D. R., R. L. Bailey, J. F. Bartman, H. Campa, III, E. T. Hileman, C. Krueger, N. Kudla, **Y. Lee**, A. J. Thacker, and J. A. Moore. 2018. Sensitivity Analysis Using Site-Specific Demographic Parameters to Guide Research and Management of Threatened Eastern Massasaugas. *Copeia* 106(4):600-610.
- ◆ Hileman, E. T., R. B. King, J. M. Adamski, T. G. Anton, R. L. Bailey, S. J. Baker, N. D. Bieser, T. A. Bell, Jr., K. M. Bissell, D. R. Bradke, H. Campa, III, G. S. Casper, K. Cedar, M. D. Cross, B. A. DeGregorio, M. J. Dreslik, L. J. Faust, D. S. Harvey, R. W. Hay, B. C. Jellen, B. D. Johnson, G. Johnson, B. D. Kiel, B. A. Kingsbury, M. J. Kowalski, **Y. Lee**, A. M. Lentini, J. C. Marshall, D. Mauger, J. A. Moore, R. A. Paloski, C. A. Phillips, P. D. Pratt, T. Preney, K. A. Prior, A. Promaine, M. Redmer, H. K. Reinert, J. D. Rouse, K. T. Shoemaker, S. Sutton, T. J. VanDeWalle, P. J. Weatherhead, D. Wynn, A. Yagi. 2017. Climatic and Geographic Predictors of Life History Variation in Eastern Massasauga (*Sistrurus catenatus*): A Range-wide Synthesis. *PLoS ONE* 12(2): e0172011. doi:10.1371/journal.pone.0172011
- ◆ Bourgeau-Chavez, L.L., **Y. Lee**, M. Battaglia, S. L. Endres, Z. M. Laubach, and K. Scarbrough. 2016. Identification of woodland vernal pools with seasonal change PALSAR data for habitat conservation. *Remote Sensing* 8:490-511.
- ◆ **Lee, Y.** 2015. Surveys and Monitoring for the Hiawatha National Forest – Vernal Pools: FY2015 Report. Michigan Natural Features Inventory Report No. 2016-06, Lansing, MI. 85 pp.
- ◆ **Lee, Y.** 2014. Identifying and Mapping Vernal Pools on State Forest Lands in Michigan’s Upper Peninsula. Michigan Natural Features Inventory Report No. 2014-27, Lansing, MI. 71 pp.
- ◆ **Lee, Y.**, P. J. Badra, M. Battaglia, L. L. Bourgeau-Chavez, H. D. Enander, D. A. Hyde, B. J. Klatt, Z. Laubach, M. J. Monfils, M. R. Penskar, K. Scarbrough, and E. H. Schools. 2014. Developing an Approach for Identifying, Mapping, and Assessing Vernal Pools in Michigan. Michigan Natural Features Inventory Report No. 2014-07, Lansing, MI.
- ◆ **Lee, Y.** 2012. Developing a Conceptual Framework of Recommendations for Monitoring Amphibians and Reptiles Using Non-Calling Surveys and Volunteers. Final Report to the Michigan Department of Natural Resources. Michigan Natural Features Inventory Report No. 2012-11, Lansing, Michigan. 24 pp. + apps.
- ◆ Attum, O., **Y. Lee**, and B. A. Kingsbury. 2009. The Status of the Northern Population of the Copper-bellied Watersnake, *Nerodia erythrogaster neglecta*. *Northeastern Naturalist* 16:317–320.
- ◆ Attum, O., **Y. M. Lee**, J. H. Roe and B. A. Kingsbury. 2008. Wetland complexes and upland–wetland linkages: landscape effects on the distribution of rare and common wetland reptiles. *Journal of Zoology* 275:245-251.
- ◆ Attum, O., **Y. M. Lee**, J. H. Roe and B. A. Kingsbury. 2007. Upland–wetland linkages: relationship of upland and wetland characteristics with watersnake abundance. *Journal of Zoology* 271: 134–139.

### Professional Affiliations:

- ◆ Member, Michigan Amphibian and Reptile Technical Advisory Committee, 2004-present
- ◆ Advisory Board Member, Michigan Partners in Amphibian and Reptile Conservation, 2022-present
- ◆ Co-Chair, Michigan Rare Turtle Working Group, 2019-present
- ◆ Member, Copperbelly Watersnake Working Group, 2011-present
- ◆ Member, Michigan Eastern Massasauga Working Group and Research, Habitat Management, and Education and Outreach Subcommittees, 2015-present
- ◆ Co-Chair, Michigan Vernal Pools Partnership and Education & Outreach Subcommittee, 2015-present
- ◆ Treasurer and Board Member, Michigan Wetlands Association, 2019-present
- ◆ President and Board Member, Michigan Nature Association, 2015-present
- ◆ Member, Community and Natural Resources Development Association, MSUE, 2018-present
- ◆ Member, Michigan Chapter of Epsilon Sigma Phi, Michigan State University Extension, 2020 - present

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

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

I am interested in doing community service which will supplement my current effort in volunteering at the Okemos Community Food Pantry and past efforts volunteering with Haslett Boy Scout Troop 97 and Scouting's Order of the Arrow.

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

Bachelor's Degree in Mathematics from Northern Michigan University (1972) with High Honors, military veteran - US Army Element of the Defense Intelligence Agency (1973-1976), Technical Programming Analyst with State Of Michigan Department of Technology, Management, and Budget (retired 2017 after 40 plus years); worked in the field for 2020 Census for Federal Government; Meridian Township election worker for last 3 or 4 elections.

(Attach resume if available)

\*\*SKIPPED\*\*

\* Full Name

James Windsand

**\* Occupation**

Technical Programming Software Analyst (State of Michigan - retired)

**\* Place of Employment**

Retired except election worker and Food Pantry volunteer

\* Home Address

[REDACTED]

\* Phone (Day)

[REDACTED]

\* Phone (Evening)

517.230.1839

\* Email

[REDACTED]

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

[REDACTED]

\* Date and Time

11/15/2022

Other than the Downtown Development Authority Board 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**  
**From: Patricia Herring Jackson, Township Supervisor**  
**Date: January 19, 2024**  
**Re: Appointment of Supervisor Pro Tem**

---

Over the past several years, the Board has recommended naming a Supervisor Pro Tem in advance to simplify the process in case one is needed. The original proposal was to make one year appointments and rotate it through the Trustees.

It is time to appoint a Trustee as Supervisor Pro Tem for 2024.

The following motion has been prepared for Board consideration:

**MOVE THAT THE BOARD APPOINT, THROUGH DECEMBER 31, 2024, TRUSTEE SCOTT HENDRICKSON TO ACT AS SUPERVISOR PRO TEM AT ANY MEETING OF THE TOWNSHIP BOARD WHEREIN THE SUPERVISOR IS ABSENT.**



**To: Board Members**  
**From: Dante Ianni**  
**Finance Director**  
**Date: January 23<sup>rd</sup> 2024**  
**Re: 2024 Initial Budget Amendments**

---

The Initial 2024 budget amendments are detailed in the attached document. These amendments result from expenditures that were unknown during the original budget process.

Amendments to the 2024 General Fund primarily consist of changes due to raises for police and fire to increase recruitment and retention. The \$1,250,000 that was budgeted last year for the Meridian Redevelopment Fund that was not spent has been added back into the beginning fund balance.

The projected Fund Balance for the General Fund is as follows:

Fund Balance on December 31, 2023	\$9,897,828
Original budgeted to Fund Balance 2024	\$114,370
1 <sup>st</sup> quarter budget amendments	(\$655,804)
Projected use of Fund Balance	<u>(\$541,434)</u>
Projected Fund Balance at December 31, 2024	<u>\$9,356,394</u>
Fund Balance/Average Monthly Expenditures	4.38

Amendments to the Special Revenue Funds consist of increased maintenance costs and grant expenditures. Requests also relate to amounts that were unspent in 2023 carried forward to 2024 with amendment.

**Memo to Township Board**  
**January 23<sup>rd</sup> 2024**  
**Re: Supplemental 4<sup>th</sup> Quarter Budget**  
**Amendments Page 2**

The following motion is proposed:

**MOVE TO APPROVE THE SUPPLEMENTAL 4<sup>th</sup> QUARTER 2023 BUDGET AMENDMENTS WITH AN DECREASE IN BUDGETED FUND BALANCE FOR THE GENERAL FUND IN THE AMOUNT OF \$655,804 WHICH PROJECTS A USE OF FUND BALANCE OF \$541,434. BASED ON 2024 RESULTS, THE PROJECTED FUND BALANCE AT DECEMBER 31, 2024 WILL BE \$9,356,394.**

**Attachment:**

1. 2024 Initial Budget Amendments

**Beginning of Year Budget Amendments  
2024 Budget  
Charter Township of Meridian**

<u>Department</u>	<u>Amount</u>	<u>Explanation</u>	<u>Account</u>
<b>GENERAL FUND</b>			
<b>Expenditures</b>			
<b>General Government</b>			
IT - Software	8,500	Unspent funds from 2023 needed for network upgrades	101-170.228-978.000
Treasurer - Office Equipment & Furniture	600	Furniture could not be purchased in 2023 so carried forward	101-170.253-980.000
Police - Salaries	251,275	Increased due to additional recruitment raise	101-300.301-701.000
Police - FICA	18,850	Increased due to additional recruitment raise	101-300.301-714.000
Police - Life/Disability Insurance	1,310	Increased due to additional recruitment raise	101-300.301-716.000
Police - Health Care Savings Plan	2,960	Increased due to additional recruitment raise	101-300.301-717.500
Police - Workers Compensation	5,360	Increased due to additional recruitment raise	101-300.301-718.000
Police - Physical Fitness Awards	300	Increased due to additional recruitment raise	101-300.301-720.000
Police - Licenses	500	Increased due to additional recruitment raise	101-300.301-727.000
Police - Contractual Services	12,000	Additional funds are needed for background checks	101-300.301-820.000
Fire - Salaries	275,724	Increased due to additional recruitment raise	101-300.336-701.000
Fire - FICA	21,095	Increased due to additional recruitment raise	101-300.336-714.000
Fire - Life/Disability Insurance	1,654	Increased due to additional recruitment raise	101-300.336-716.000
Fire - Pension	16,344	Increased due to additional recruitment raise	101-300.336-717.000
Fire - Health Care Savings Plan	8,313	Increased due to additional recruitment raise	101-300.336-717.500
Fire - Workers Compensation	12,115	Increased due to additional recruitment raise	101-300.336-718.000
Parks and Recreation Maintenance - Operating Supplies	15,025	For Orlando Park/WeBuild FY23 project	101-750.758-728.000
Parks and Recreation Maintenance - Contractual Services	3,879	For Orlando Park/WeBuild FY23 project	101-750.758-820.000
<b>Total Expenditures</b>	<b><u>\$655,804</u></b>		
<b>Net from Fund Balance</b>	<b><u><u>\$655,804</u></u></b>		
<b>SPECIAL REVENUE FUNDS</b>			
<b>Park Millage</b>			
<b>Expenditures</b>			
Harris Nature Center Construction/Improvements	\$320	Complete FY23 siding project - supplies on back order	208-750.756-974.000
Park Maintenance - Operating Supplies	8,040	Budget error	208-750.758-728.000
Park Maintenance - Contractual Services	13,000	On-going mosquito spraying for Hartrick/Nancy Moore Parks	208-750.758-820.000
Park Development - Construction/Improvements	11,212	For Marketplace maintenance from FY23	208-750.759-974.000
<b>Total Expenditures</b>	<b><u>\$32,572</u></b>		
<b>Net from Fund Balance</b>	<b><u><u>\$32,572</u></u></b>		
<b>Fire Restricted/Designated</b>			
<b>Revenues</b>			
Grant Revenue - Federal	\$263,018	Additional grant awarded after initial budget adoption	214-000.000-502.000-AFG 2022FG
Operating Transfer In	<u>\$26,302</u>	Matching funds for grant transferred in from ARPA interest	214-000.000-699.000-AFG 2022FG
<b>Total Revenues</b>	<b><u>\$289,320</u></b>		
<b>Expenditures</b>			
Machinery and Equipment	\$289,320	Additional grant awarded after initial budget adoption	214-000.000-979.000-AFG 2022FG
<b>Total Expenditures</b>	<b><u>\$289,320</u></b>		
<b>Net to Fund Balance</b>	<b><u><u>\$0</u></u></b>		
<b>Land Preservation Millage</b>			
<b>Expenditures</b>			
Salaries - Temporary	\$7,000	Add to accommodate the Hal and Jean Glassen Scholars Program intern for FY24 summer.	217-000.000-701.080
<b>Net from Fund Balance</b>	<b><u><u>\$7,000</u></u></b>		

<b>Department</b>	<b>Amount</b>	<b>Explanation</b>	<b>Account</b>
<b>Community Needs Fund</b>			
<b>Revenues</b>			
Donations - HRC Emergency Services	\$5,000	Additional Revenue Projected	272-000.000-674.060
Donations - Redi-Ride	600	Additional Revenue Projected	272-000.000-674.065
Donations - Back to School	2,500	Additional Revenue Projected	272-000.000-674.075
Donations - Holiday Baskets	12,000	Additional Revenue Projected	272-000.000-674.076-BSTRONG-23
<b>Total Revenues</b>	<b>\$20,100</b>		
<b>Expenditures</b>			
Fundraiser	\$300	Budget error	272-000.000-880.050
Back to School Supplies	2,500	Budget error	272-000.000-956.072
Holiday Baskets	12,000	Based on additional donations	272-000.000-956.073-BSTRONG-23
Redi-Ride	500	Budget error	272-000.000-956.075
<b>Total Expenditures</b>	<b>\$15,300</b>		
<b>Net to Fund Balance</b>	<b>\$4,800</b>		
<b>American Rescue Plan Act Fund</b>			
<b>Expenditures</b>			
Network Upgrades	\$ 19,655	Unspent funds from 2023 needed for network upgrades	285-900.901-980.040
Transfer Out To Fire Restricted	26,302	Transfer to Fire Restricted out of interest to cover match for federal grant	285-965.966-995.214
<b>Total Expenditures</b>	<b>\$ 45,957</b>		
<b>Net from Fund Balance</b>	<b>\$45,957</b>		



**To:** Township Board

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

**Date:** January 18, 2024

**Re:** Rezoning #24-01 (Tamara Noe), rezone the property at 4660 Marsh Road from PO, Professional Office, to C-1, Commercial

---

Rezoning 24-01 is a request to rezone a 1.309 acre parcel located at 4660 Marsh Road from PO, Professional Office, to C-1, Commercial. The initial request was to rezone to C-2, but the Planning Commission recommended C-1 and the applicant agreed to the modification. The Planning Commission held a public hearing on the rezoning at its meeting on November 13, 2023 and subsequently voted to recommend approval of the request at their regular meeting on December 11, 2023. The Township Board reviewed the matter at their January 9, 2024 meeting and raised no major concerns.

Staff **recommends approval** of the proposed ordinance at this time to make the zoning of the property consistent with the use and allow for new tenants to move into the building as necessary. Staff has provided the following recommended motion and attached resolution to introduce the ordinance.

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

**Attachments**

1. Resolution to Approve Ordinance 24-01 for Introduction
2. Ordinance 24-01 – 4660 Marsh Road Rezoning

**RESOLUTION TO APPROVE - Introduction**

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

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 23<sup>rd</sup> day of January, 2024 at 6:00 p.m., Local Time.

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

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

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

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance Number 2024-01, entitled "Ordinance Amending the Zoning District Map of Meridian Township pursuant to Rezoning Application #23034" from PO, Professional Office, to C-1, Commercial.

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it is introduced at least once prior to the next regular meeting of the Township Board.

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

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



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

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

A. The Zoning District Map of Meridian Township, as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the PO, Professional Office symbol and indication as shown on the Zoning District Map, for Parcel #33-02-02-21-428-002, land legally described as:

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

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

to that of C-1, Commercial.

Section 2. Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

Section 3. Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 5. Effective Date. This Ordinance shall be effective seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a referendum.

---

Patricia Herring Jackson, Township Supervisor

---

Deborah Guthrie, Township Clerk



**To: Board Members**  
**From: Frank L. Walsh, Township Manager**  
**Date: January 19, 2024**  
**Re: Set a Date for Joint Board and Commission Meeting**

---

Over the past 15-20 years, with the exception of the COVID period, the Township Board has held a Board and Commission meeting in mid-late February. The purpose of the annual gathering is to hear from each of our groups on their current and future plans for 2024. The annual discussions have provided for excellent cross communication between all of our groups. The annual meeting was not included in the 2024 Board Meeting Schedule.

We are looking for Board direction on setting a date for the 2024 Board and Commission meeting. Given the early voting site in the Town Hall Room, it is unlikely that a February date will work. The suggested dates are either Tuesday, March 26 or Tuesday, April 23.

The following motion has been prepared for Board consideration:

**MOVE TO SET THE FOLLOWING DATE OF \_\_\_\_\_ AS THE ANNUAL MERIDIAN TOWNSHIP BOARD AND COMMISSION MEETING. THE MEETING SHALL BEGIN AT 6:00 P.M.**



**To:** Township Board

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

**Date:** January 19, 2024

**Re:** 2023 Master Plan Update

---

The Township Board had a robust discussion about the 2023 Master Plan update at their last Board meeting. There were a series of items that Staff needed to follow up on, which we are addressing here. As a reminder, the plan can be found at <https://www.meridian.mi.us/about-us/departments/community-planning-development/master-plan>.

- Is there a potential for more focus on the development of West Grand River, between the Township boundary and Park Lake Road? – Page 10 makes reference to this area generally, as it relates to the Corridor Improvement Authority. Further language can obviously be added if desired.
- Who owns/how big are the parcels being included in the Urban Service Boundary along Powell Road? – There are a total of eight properties that would be moved inside the Urban Service Boundary with the proposed changes to the boundary along Powell Road.

Parcel Number	Owner	Acreage
23-101-003	Potterpin Investment LLC	2.9
23-101-005	Gene Turnwald	5.96
23-101-004	Thomas and Alice Adams	2.84
23-101-006	Eyde Land Holdings LLC	25.5
23-101-007	Okemos Public Schools	25
23-301-001	New China of MI Inc	0.5
23-301-012	Gaetano Perna Trust	20.53
23-301-008	Gaetano Perna Trust	0.46

- Can we rename ‘Transitional Residential’ to be more descriptive? – Staff would recommend either ‘**Mixed Intensity**’ or ‘**Intermediate**’ to replace transitional in the title.
- How can we work to ensure a solid balance of single-family residential and multi-family residential? – There are a few goals and objectives that area related to this item, but none that directly address the situation. In thinking the issue through, this may be something that we want to tackle, once we’ve addressed the full build out analysis, as we can better project things out once we have a good baseline. At this point, Staff would suggest adding an item under the Goal: Strengthen and Expand Residential Opportunities to state “**Evaluate the balance between varying residential typologies and what that balance should look like going forward.**”
- Can reference be added to the Economic Development Strategy? – Absolutely, that can be included and we will work with Communications to get it in the right spot.
- How do we address 425 and similar annexation agreements in the Master Plan? – Staff will continue to research these items for potential inclusion in the next Master Plan update, but for purposes of discussion, we thoroughly reviewed the College Fields agreement and offer the following:



- The agreement runs for 50 years and is automatically extended for 50 years, unless either party follows specific termination procedures.
- If terminated, the property would revert to the Township.
- The utilities would remain owned by the City.

Staff will continue reviewing the other agreements for discussion as necessary outside of the Master Plan update.

These are the main items that were discussed at that last meeting. They have not been incorporated into the main document yet, pending further discussion and consensus, as Staff will need to move things around for a few of the changes. We look forward to further discussion of the document with the Township Board as we move towards adoption.



**13 B**

To: Township Board Members

From: Amber Clark, Neighborhoods and Economic Development Director

Date: January 23, 2024

RE: Liquor License Process- Resolution for Moratorium of Liquor License Approval

---

The Michigan Liquor Control Commission has the mission to make alcoholic beverages available for consumption while protecting the consumer and the general public through regulation of those involved in the sale and distribution of these alcohol beverage products. Licenses for liquor, wine, and beer sales is approved by the department of Licensing and Regulatory Affairs or LARA.

(LARA) requires local unit of government authorization in order to begin their review and potential approval of the issuance of a license. Local units of government are also authorized to accept transfers of licenses from other communities. The notice of transfer is submitted to the local government for their authorization. Once a license is issued, the license holder has an asset to support that business during the operation of the business. Licenses that are not actively supporting a business can remain in the possession of the license holder for 5 years. Licenses can be transferred out of the Township and would be a draw in another community. The transfer of a license does not increase the number of available licenses.

The current process to gain approval from the Township for a new liquor license is outdated and doesn't take into consideration our redevelopment locations that could need the use of a liquor license once in operation. Our process has limited ability to decline the approval of a license unless there is known criminal activity associated with the applicant. An approved process will take time to construct and staff are currently working to discuss our process with experts. The request today is to set a 120 day moratorium on review and approval of any liquor license request. During the 120 days staff will work to better associate themselves with liquor licenses, our process, and any parameters that may be missing from our initial process. At 120- day's staff will have reconstructed the process to include additional considerations when reviewing an application for liquor license.

Your concurrence is appreciated.

Amber Clark

**MOTION:** Move to approve the attached resolution for 120-Day moratorium of liquor license application approvals in Meridian Township. During the 120-days no new applications for liquor license will be accepted or approved by the Township Board.

**Attachments:**

Resolution for 120- Day Moratorium of Liquor License Approval

RESOLUTION FOR 120-DAY MORATORIUM  
LIQUOR LICENSES – MERIDIAN TOWNSHIP

RESOLUTION FOR 120-DAY MORATORIUM OF LIQUOR LICENSE APPROVAL

At the regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held in said Township on the \_\_\_th day of \_\_\_\_\_, 2024 at 6:00 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS, the Michigan Liquor Control Commission manages the sale of alcoholic beverages through an approved licensing process through Licensing and Regulatory Affairs (LARA). LARA sets approved quotas or amount of available liquor licenses each community in Michigan can designate at a given time. Quotas for licenses are determined by population and may increase or decrease after population counts are tabulated; and

WHEREAS, in 2020 the number of active Class “C” Liquor License quotas for Meridian Township increased; and

WHEREAS, after the 4 new Class “C” licenses were allocated to Meridian Township, two new applications for Class “C” on premise liquor licenses in the Township were approved by the Township Board with the existing liquor license approval process for the Township; and

WHEREAS, the State of Michigan has the final approval over liquor licenses, the local unit of government must indicate their approval of an application for liquor licenses; and

WHEREAS, the liquor license approval process for Meridian Township is outdated and does not consider current development, redevelopment, or investment parameters when determining if an application for liquor license should go before the Township Board for approval; and

WHEREAS, the process accepts applications for liquor licenses in perpetuity and besides criminal activity, there are no parameters to deny a request for license; and

WHEREAS, the fee schedule associated with the liquor license process may also be outdated and may not accurately reflect the appropriate costs for approving a request for license; and

WHEREAS, there are no parameters designating location preference, investment requirements, location proximity to other similar license holders, business concepts, or other conditions that impact the community with issuing the license; and

WHEREAS, Meridian Township is a Prime Community, number one ranked small town to live and is a desirable community to live and raise a family; and

WHEREAS, Meridian Township staff desire 120- day moratorium on acceptance and review of liquor license applications to adequately study, address, organize, and update the Meridian Township liquor license process. The process may include provisions to determine financial investment or community impact; and





**To: Board Members**  
**From: Michael Hamel, Fire Chief**  
**Date: January 18, 2024**  
**Re: Support Emergency Operations Plan Update**

---

The Township's Support Emergency Operations Plan has been updated. The plan contains critical information that supports responding to and recovering from emergencies and/or disasters inside the Township as required by Michigan State Police Emergency Management and Homeland Security Division Pub. 204. Furthermore, when specific emergency circumstances arise, the updated plan will qualify the Township for disaster assistance.

Updates to the Support Emergency Operations Plan are listed below:

- Succession name changes
  - Police Chief
  - Alternate/Succession
  - Finance Director

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE 2024 UPDATES TO THE SUPPORT EMERGENCY OPERATIONS PLAN.**

# Charter Township of Meridian, Michigan

## Support Emergency Operations Plan

**An all-hazards plan supporting the Ingham County Emergency Operations Plan, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.**

January 1, 2024



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## Promulgation Statement

Officials of the Township of Meridian, in conjunction with Ingham County and the State of Michigan Emergency Management Agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provision will become official when it has been signed and dated below by the Chief Executive Official (Supervisor) of the Township of Meridian.

---

Patricia Herring Jackson  
Township of Meridian Supervisor  
Chief Executive Official

---

Date

## **Approval and Implementation**

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how Meridian Township will handle Emergencies in cooperation with the Ingham County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures.

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. The Township of Meridian will plan, prepare and activate resources for local emergencies that affect the local area and/or widespread disasters that affect the entire state and/or nation.

The Meridian Township Local Planning Team (LPT) developed this Support EOP. The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and others as needed. The team works to establish and monitor programs, reduce the potential for hazard events in the Township through planning, review, and training, and assists the Ingham County Office of Emergency Management Program in developing and maintaining the County EOP.

The current Township of Meridian Supervisor must sign the support EOP each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

The following individuals may update these activities in the plan without the Supervisors signature:

1. Township Manager
2. Emergency Management Liaison
3. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF), which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command

System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

**This plan supersedes all previous plans.**

### Records of Revisions

The following is a list of revisions made to the Support EOP. This chart tracks revisions made to the plan and shall be documented on the chart below.

Date	Reason for Revision	Page Numbers	Revised By
1/21/2020	Rewrite plan to meet required format	All	Chief Hamel, Chief Plaga, Sgt. Besonen
8/15/2020	Director Change HR	5, 6, 11	Chief Hamel
1/10/2021	Law Enforcement title correction	25	Chief Hamel
1/10/2021	Public Health successor added	28	Chief Hamel
7/1/2021	Community Planning and Development Director name change	6, 11	Chief Hamel
9/1/2021	Police Chief alternate/Succession	11, 24	Chief Hamel
12/1/21	Damage Assessment alternate/Succession	20, 21	Chief Hamel
11/1/22	Promulgation Document Supervisor change, dept. and Distribution name changes, succession changes	3,6,11,23,24 27,28,31,33	Chief Hamel
12/14/23	Succession name changes <ul style="list-style-type: none"> <li>• Police Chief</li> <li>• Alternate/Succession</li> <li>• Finance Director</li> </ul>	6,11,19,24,25, 31	Chief Hamel



## **Basic Plan**

### **I. Purpose**

Meridian Township has elected to be incorporated into the Ingham County Emergency Management Program. By becoming part of the County Emergency Management Program, Meridian Township and Ingham County have certain responsibilities to each other. This Support Emergency Operations Plan (EOP) developed in accordance with Section 19 of the Michigan Emergency Management Act (Public Act 390 of 1976, as amended). Activation of this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

### **II. Scope**

The Charter Township of Meridian Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Departments that have been assigned supporting roles in this plan have developed and will maintain policies that provide systematic instructions for accomplishing their assigned functions. Meridian Township conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate emergency management operations, Meridian Township continues to implement the NIMS.

#### **A. Authority of local officials during an emergency:**

1. Emergency Management Act PA 390, as amended
2. Meridian Township, Local Emergency Management Resolution
3. Meridian Township, adoption of Support EOP
4. Executive Directive No. 2005-09, the state adoption of the NIMS
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act

#### **B. References used to develop this Support EOP**

1. National Incident Management System (NIMS)
2. National Response Framework (NRF)
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMSHD)
4. Support Emergency Operations Plan Guide, Pub. 204 (MSP/EMSHD)

### **III. Plan Development and Maintenance**

To ensure that this Support EOP addresses the needs of the community and is consistent with the Ingham County EOP, this document was developed in a cooperative, whole community effort between municipal government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the Charter Township of Meridian Board and approved by the Supervisor, it is forwarded to the County Emergency Management program. The plan will be

implemented, tested through exercises and maintained in accordance with the standards and currentness of the Ingham County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management program and all agencies tasked with the document. It includes this Basic Plan, which provides an overview of the Townships preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

#### **IV. Situation Overview**

- A.** The Township of Meridian has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
  - 1.** The mitigation of potential hazards
  - 2.** Identification of emergency response agencies and mechanism that will protect life and property before, during and after an emergency.
  - 3.** Tasking departments, agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under “Assignment of Responsibilities”.
- B.** Integration with the Ingham County EOP, County Hazard mitigation plan, and Township policies.
- C.** Community Profile: The Charter Township of Meridian is located in northwest Ingham County. The community has a population of approximately 43,318 residents. The Township consists primarily of residential homes. In addition, there are many senior care centers, a large central commercial corridor, and many rental units due to the close proximity of Michigan State University. The Township’s industry includes Meridian Mall and Delta Dental Insurance Headquarters, employing and attracting thousands of people.
- D.** Hazard and threat analysis: According to the County’s Hazard Mitigation Plan, the community is most vulnerable to many common hazards such as but not limited to fire, hazardous material, severe weather, flooding, transportation, and pandemics. More information regarding hazard vulnerability can be found in the Tri-County’s Regional Hazard Mitigation Plan (2015).
- E.** Relationship between Charter Township of Meridian and Ingham County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies can exhaust the resources and capabilities of local governments. Therefore, the Township of Meridian has chosen to incorporate into the Ingham County Emergency Management Program. To coordinate the emergency management related matters with the County Emergency Management Program, the Township of Meridian has appointed the Fire Chief to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between the Township of Meridian and Ingham County, and is the local point of contact for the County Emergency Management Coordinator.

## **V. Planning Assumptions**

- A.** The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in the Township of Meridian.
- B.** Some incidents occur with enough warning, planning time, that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C.** Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through mutual aid agreement, private sector, volunteer organization, and/or county, state and federal resources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D.** All emergency response agencies within the Township of Meridian that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E.** When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F.** Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G.** During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

## **VI. Concept of Operations**

- A.** Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of the people, property and environment. Pursuant to 1976 PA 390, as amended, the Supervisor designated by Meridian Township may declare a local state of emergency for Meridian Township if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exists. In the absence of the Supervisor pursuant to the local legislation, the Township Manager or designee is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the Chief Executive Official to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the Townships Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven (7) days except with the consent of the governing body of the municipality.

- B.** The following procedures are conducted and coordinated with the county in response to an incident:
- 1.** The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that the elected officials and executive group and County Emergency Management Coordinator are notified of the situation.
  - 2.** Departments assess the nature and scope of the emergency or disaster.
  - 3.** If the situation can be handled locally, the following guidelines are used:
    - i.** The Emergency Management Liaison advises the Manager and coordinates all local emergency response actions.
    - ii.** The Emergency Management Liaison will activate the EOC. The EOC is located at the Central Fire Station, 5000 Okemos Road, Okemos. If this location is unavailable, an alternate EOC location will be decided by the Executive group.
    - iii.** The Township Supervisor declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
    - iv.** Emergency response departments are notified by the Emergency Management Liaison to report to the EOC through telephone, smart messaging, and Everbridge.
    - v.** The Township Manager directs departments to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
    - vi.** The Emergency Management Liaison keeps the County Emergency Management Coordinator informed of the situation and actions taken.
- C.** If the emergency is beyond local control, Township resources become exhausted, or special resources are needed, county assistance is requested through the County Emergency Management Coordinator.
- D.** If county assistance is requested, the County Emergency Management Coordinator assesses the situation and makes a recommendation on the type and level of assistance. The county will also take the following steps:
- 1.** Activate county EOC and EOP
  - 2.** Respond with county resources
  - 3.** Activate Mutual Aid to supplement county resources
  - 4.** Notify MSP/EMHSD District Coordinator
  - 5.** Make incident information available to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
- E.** If the county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the Township of Meridian, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the Township of Meridian Supervisor.

## VII. Organization and Assignment of Responsibilities

### A. Emergency Management Organization

1. The Charter Township of Meridian emergency management organization consists of eight (8) departments responsible for conducting activities in response to emergencies within the community. These eight (8) departments have been assigned to ten (10) specific emergency functions that the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each department is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a complete list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to care for themselves in an emergency.
2. The Manager serves as the incident manager for municipal coordination. At his/her side includes the Emergency Management Liaison and six (6) department contacts.
3. The table lists the functions, assigned departments, primary point of contact, and phone number.

Function	Department	Primary Contact	Phone
Direction and Control	Township Administration	Frank Walsh	
Fire Services	Fire Department	Michael Hamel	
Law Enforcement	Police Department	Rick Grillo	
Warning and Communications	Fire Department	Michael Hamel	
Public Information	Communications Department	Frank Walsh	
Damage Assessment	Building Department	John Heckaman	
Public Works	Public Works	Dan Opsommer	
Emergency Medical Services	Fire Department	Brian Pennel	
Human Services	Human Services	Mary McGinnis	
Finance	Accounting & Budgeting	Dante Ianni	

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

Department	2 <sup>nd</sup> Alternate	3 <sup>rd</sup> Alternate	
Township Administration	Dan Opsommer	Abby Tithof	
Fire Department	Ryan Campbell	Rudy Gonzales	
Police Department	Bart Crane	Curt Squires	
Communications Department	Samantha Diehl	Rachel Stohlin	
Building Department	Ron Rau	Tim Schmitt	
Public Works	Rob MacKenzie	Younes Ishraidi	
Human Services	Abby Tithof	Carol Hasse	

5. The Township of Meridian maintains several fulltime departments. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of Meridian Township, the Supervisor may activate mutual aid agreements and pre-disaster contracts, or it may become necessary to request county assistance.

**B. Responsibilities:**

1. The following guidelines are general to the municipality, all agencies, and individuals who have an assigned responsibility in responding to an emergency within the community and coordinated by Meridian Township.
  - i. Report to the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the Emergency Operations Center (EOC) and implement the plan.
  - ii. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
  - iii. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
  - iv. Train department emergency personnel in emergency management functions and NIMS/Incident Command System (ICS) concepts.
  - v. Assist in the development, review and maintenance of the plan and of the County EOP.
  - vi. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
  - vii. Maintain a list of resources available by the departments.
  - viii. Protect records and other resources deemed essential for continuing government functions and each department's emergency operations in accordance to procedures and policies.
  - ix. Train personnel in emergency management functions and NIM/ICS concepts.
  - x. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County EMC.
  - xi. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
  - xii. Make recommendations to the Manager regarding protective actions.
  - xiii. Continuously conduct emergency planning activities as it is a work-in-progress, periodically reviewing and updating.
  - xiv. All emergency response departments are considered available to respond.
2. The annexes attached to this plan further describe ten emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organization that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

## **VIII. After Action Report**

The After Action Reports are an essential part of the recovery phase of an emergency. Every declared state of emergency will have a Post Incident Analysis (PIA) completed with involvement from all the following assigned functions: Direction, Control, and Coordination, Fire Services, Law Enforcement, Warning and Communications, Public Information, Damage Assessment, Public Works, Emergency Medical Services, Human Services and Finance. The recovery phase allows the Township to recognize strengths and weaknesses to adjust training, exercising and potential policy changes.

## **Annexes**

### **Annexes Overview**

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each department should consider during an emergency for which the Support EOP has been activated. Each annex contains the departments responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions if assistance is requested; the County EMC assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:

- 1)** Activate the County EOC.
  - 2)** Activate the County EOP/Emergency Action Guidelines.
  - 3)** Respond with County resources as requested.
  - 4)** Activate mutual aid agreements.
  - 5)** Coordinate County resources with municipal resources.
  - 6)** Notify MSP/EMHSD District Coordinator.
  - 7)** Develop a jurisdiction situation report and a damage and injury assessment report and submit to the MSP/EMHSD.
  - 8)** Assist the municipality with prioritizing and allocating resources.
- 
- a)** If County resources are exhausted, the County makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390 of 1976, as amended. The County shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Meridian Township Manager if the situation occurs solely within the confines of the municipality.
  - b)** If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the County EMC and Municipal Emergency Management Liaison, assess the disaster or emergency and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
  - c)** After completing the assessment, the MSP/EMHSD District Coordinator immediately notifies the State Director of MSP/EMHSD of the situation.
  - d)** The State Director of MSP/EMHSD notifies the Governor and makes recommendations.
  - e)** If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County EOP.

## Annex A: Direction, Control, and Coordination

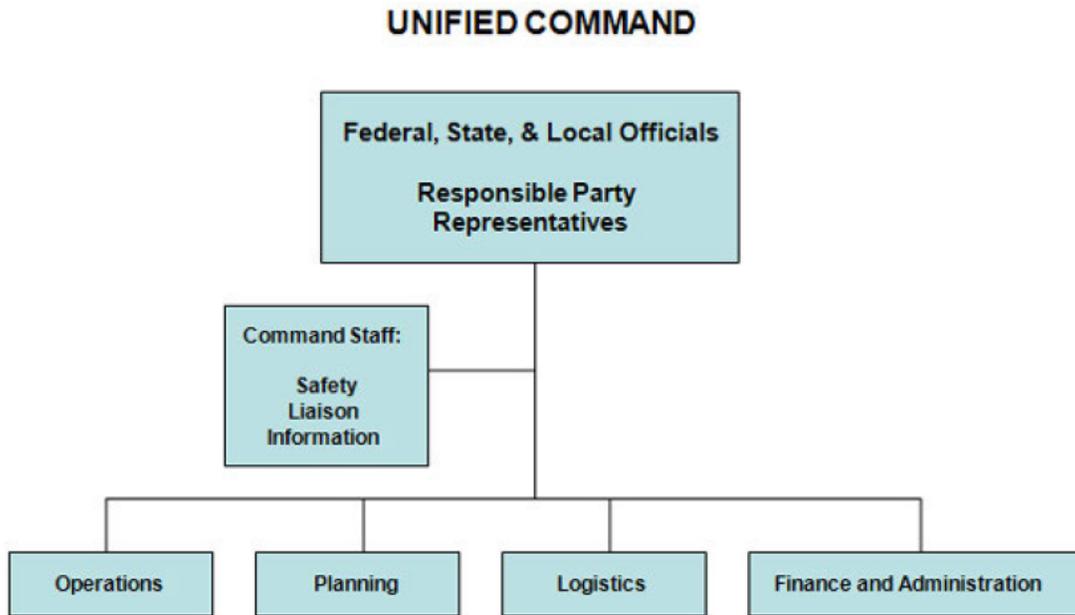
The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of the incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

Direction, Control, and Coordination officials will maintain and coordinate emergency management and response activities with the Direction, Control and Coordination function at the County level.

### Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>EOC Operations</b>
	Activate the EOC and ensure that appropriate staff is notified
	Establish a system of coordination, such as ICS, within the EOC. (Field operations at the ICP are required to Utilize ICS.
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards
	Ensure copies of the Support EOP and EOC guidelines are available to EOC staff
	Determine if EOC security is needed
	<b>Local Authority</b>
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary
	Declare a local state of emergency
	Issue directives as to travel restrictions on municipal roads
	Recommend appropriate protective measures to ensure the health and safety of people and property
	<b>Assistance to Other Agencies</b>
	Ensure all resources are made available for response
	Formulate specific assistance requests to adjacent jurisdictions and the county
	Active MAA/MOUs and contracts with other jurisdictions and organizations
	Provide aid to other communities as provided by MAA/MOU's
	Ensure staff maintains logs of actions taken and financial records

**Figure 1. ICS Incident Management Structure**



**Direction, Control, and Coordination**

The following is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Township Administration	Township Manager

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Fire Department
Police Chief	Police Department

The CEO and Emergency Management Liaison are responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF MANAGER	DATE

Frank L. Walsh

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

Michael R. Hamel

## Annex B: Communication and Warning

The Communication and Warning function is responsible for alerting and notification of Key Officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident departments.

The Communications and Warning official will maintain liaison and coordinate emergency management and response activities with the Communication and Warning functions at the County level.

### Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the Township to staff the EOC and implement the plan
	<b>Communication Link</b>
	Ensure lines of communication have been established between all departments represented in the Meridian Township EOC, their department offices and their staff at the incident site. Available channels for established communications includes (communication channels, e.g. telephone, cell phone, radios etc.)
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include (communication channels, e.g. telephone, cell phone, radios etc.)
	Establish communications links with the adjacent communities and higher levels of government
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies
	<b>Disaster warning and information</b>
	Activate public warning systems when instructed to do so by CEO or Emergency Management Liaison. Warning methods include (warning methods, e.g., sirens, door-to-door notification, Everbridge, etc.)
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), National Weather Service, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded
	Notify Special locations (e.g., schools, hospitals, nursing homes, major industry, institutions, and places of public assembly)
	Ensure that public warning systems provide notification to residents with access and functional needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	<b>Official notification</b>
	Ensure that all necessary officials have been notified and/or updated about the incident
	Notify neighboring jurisdictions of impending hazard and hazardous situations when instructed to do so by the Manager or Emergency Management Liaison.

### Communication and Warning

The following department is responsible for this annex:

Department	Title of Contact
Fire	Fire Chief

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

Title	Department
Chief	Law Enforcement

The Township Manager is responsible for reporting or delegating another individual from the Township to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communication and Warning Function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

Michael R. Hamel

## Annex C: Damage Assessment

The Damage Assessment (DA) function is concerned with the process of documenting damage from the emergencies in the Township. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level.

### Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	<b>Damage assessment</b>
	Maintain current list of DA field team members
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMHSD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, IPAD, Tablet, and Tough Book.
	Activate DA field teams
	Collect both public and private damage assessment information
	Record initial information on damages from first responders (Windshield surveys)
	Augment DA field teams, as the situation dictates
	<b>Dissemination of DA information</b>
	Provide an initial DA to EOC staff
	Provide and verify DA information to the Manager
	Prominently display DA information in the EOC, include maps, situation updates and assessment data
	Provide the PIO with current DA information for release to the public
	Provide DA data to the Emergency Management Liaison. The Emergency management Liaison will forward information to the County EMP for submission in MI CIMS
	<b>Logistics</b>
	Maintain a status list of requesting resources
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

### Damage Assessment

The following agency is responsible for this annex:

Department	Title of Contact
Community Planning & Development	Director

The line of succession for the CEO for representing the Damage Assessment function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
-------	------------

John Heckaman	Community Planning & Development
Ron Rau	Community Planning & Development
Tavis Millerov	Fire Marshal

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Damage Assessment function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

## Annex D: Fire Services

The Fire Service function is concerned with detecting and suppressing rural and urban fires, EMS, Hazardous materials, and any of these that result from, or occur coincidentally with, an incident response.

The Fire Service Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the County Level.

### Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Response activities</b>
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management program, including assistance to regional special teams such as Region 1 Technical Response teams (USAR/HAZMAT/AVI)
	Respond to hazardous materials spills
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards
	Assist in searching for bombs and explosive in connection with terrorism or weapons of mass destruction (WMD) events as directed by Law enforcement
	<b>Assistance to other agencies</b>
	Advise EOC staff about fire and rescue activities
	Provide communication and other logistical supplies, as needed
	Assist with evacuations
	Assist in Damage Assessment operations
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized
	Assist in salvage operations and debris clearance

### Fire Services

The following agency is responsible for this annex:

Department	Title of Contact
Fire	Fire Chief

The line of succession for the CEO for representing the Fire Service function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Battalion chief	Fire
Battalion Chief	Fire
Fire Inspector	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire services.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

Michael R. Hamel

## Annex E: Law Enforcement

The Law Enforcement function is concerned with ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Law Enforcement will maintain liaison and coordinate emergency management and response activities with the Law Enforcement function at the county level.

### Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan.
	<b>Response activities</b>
	Provide security and access control at critical facilities and incident sites
	Implement any curfew ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Enforce evacuation orders and assist in evacuations.
	<b>Transportation</b>
	Secure unusable roads. (use fire services and public works for support, if necessary)
	Identify routes that need barricades and signs. Request necessary assistance from Public works
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Ingham county Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	<b>Assistance to other agencies</b>
	Assist Warning function in warning the public, when necessary
	Assist the medical examiner with mortuary services
	Assist families isolated by the effects of the disaster

The following agency is responsible for this annex:

Department	Title of Contact
Police	Police Chief

The line of succession for director for representing the Law Enforcement function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Captain	Police
Lieutenant	Police
Sergeant	Police

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Law Enforcement function.

SIGNATURE OF LAW ENFORCEMENT OFFICIAL	DATE

Rick Grillo

## Annex F: Public Works

The Public Works function is responsible for conducting pre- and post-incident assessments; ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level.

### Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan
	<b>Response activities</b>
	Coordinate debris removal activities
	Coordinate activities designed to control the flow of floodwater
	<b>Damage assessment</b>
	Provide engineering expertise to inspect public structures and determine if they are safe to use
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function
	<b>Transportation</b>
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOU's if additional barricades are needed)
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow
	Notify law enforcement of location(s) of disabled vehicles
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary
	<b>Assistance to other agencies</b>
	Assist in identifying access control areas
	Assist with urban search and rescue activities, if necessary
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC
	Coordinate with Utility companies in the restoration of essential services
	<b>Logistics</b>
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC
	In conjunction with public health, help identify sources of potable water
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations
	Provide emergency generators and lighting

The following agency is responsible for this annex:

Department	Title of Contact
Public Works	Deputy Manager / Director of Public Works

The line of succession for director for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Chief Engineer	Engineering

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

Dan Opsommer

## Annex G: Public Health and Medical Services

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level.

### Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	<b>Patient Care</b>
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers
	Provide transportation of patients to hospitals with transfer of patients
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	<b>Public Health</b>
	If necessary, identify a site for a temporary morgue. Note: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting
	Assist with animal and pet control and support the County Animal Control Unit in the quarantine and disposal of diseased animals

The following agency is responsible for this annex:

Department	Title of Contact
Fire	EMS/Training Chief

The line of succession for director for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
EMS/Training Chief	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF PUBLIC HEALTH AND MEDICAL SERVICES OFFICIAL	DATE

Brian Pennell

## Annex H: Public Information

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	<b>Pre-disaster public education</b>
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS
	<b>Disaster warning and information</b>
	Develop and release updated Emergency Alert System (EAS) messages based on incoming information
	Document which EAS messages have been delivered over radio and television
	Ensure that accurate information is disseminated describing such items as the locations of shelter, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public education materials
	<b>Media Coordination</b>
	Establish and maintain contact with the EOC and/or the ICP
	Prepare press releases and ensure that all press releases and official information is reviewed by Township Manager or designee
	Verify that information is accurate before releasing it to the media
	Schedule media briefings
	Establish a Public Information Center as the central point from which municipal news releases are issued at (location determined during emergency)
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media
	Coordinate public information activities with the County PIO and the JIC
	Schedule interviews between Elected officials etc.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

### Public Information

The following agency is responsible for this annex:

Department	Title of Contact
Communications	Township Manager

The line of succession for director for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Director	Communications

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

Frank L. Walsh

## Annex I: Finance

The Finance function is responsible for managing all financial aspects of an incident. Documentation of all expenditures and donations associated with the declared state of emergency

The Finance Official will maintain liaison and coordinate emergency management and response activities with the finance functions at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Disaster Related Needs
	Responsible for contracts with vendors, leases, and fiscal agreements associated with emergency
	Responsible for ensuring the accurate recording of daily personnel time and compliance with agency time recording policies.
	Ensures the proper identification of all equipment and personnel requiring payment; records all costs data; analyzes and prepares estimated of incident costs; and maintains accurate records of incident costs.

The following agency is responsible for this annex:

Department	Title of Contact
Accounting & Budgeting	Finance Director

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

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Finance function.

SIGNATURE OF FINANCE OFFICIAL	DATE

Dante Ianni

## **Annex J: Mass Care, Emergency Assistance, Housing, and Human Services**

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level.

### **Mass Care, Emergency Assistance, Housing, and Human Services Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	<b>Disaster-related needs</b>
	Coordinate activities of municipal departments that provide mass care and human services
	Coordinate with Ingham county Emergency Management, the American Red Cross and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders
	Coordinate to provide transportation for disaster survivors and emergency responders
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders
	Coordinate procedures for the tracking go family members and reunification of families
	Identify and account for personal property that may be lost during a disaster
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	<b>Protective action</b>
	Coordinate the provision of transportation for evacuation
	Provide staff and resources to manage open shelters
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place
	Determine whether shelters must be opened long or short-term
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters)
	Pre-identified shelter locations include: 5000 Okemos Road

The following agency is responsible for this annex:

Department	Title of Contact
Human Services	Human Services Specialist

The line of succession for director for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

Katie Love

**MERIDIAN TOWNSHIP VULNERABLE POPULATIONS**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>
BICKFORD COTTAGE	3830 OKEMOS RD	517-507-3965
BROOKDALE MERIDIAN	5250 MARSH RD	517-803-2678
BROOKDALE SENIOR LIVING	5346 MARSH RD	517-381-8700
CARRIAGE LANE APARTMENTS	3882 DOBIE RD	517-349-1643
GRANGE ACRES	MARSH & HILLCURVE	517-339-9321
HOME SWEET HOME TOO	5917 EDSON	517-339-7278
INGHAM COUNTY EXTENDED CARE	3860 DOBIE RD	517-381-6100
MARSH POINTE	5895 MARSH RD	517-339-0440
MARQUETTE (HOLIDAY RETIREMENT)	5968 PARK LAKE	517-339-1532
MEDILODGE OF CAMPUS AREA	2815 NORTHWIND	517-332-0817
MEDILODGE OF OKEMOS	5211 MARSH RD	517-319-1400
MERIDIAN STRATFORD PLACE	2790 SIRHAL	517-333-2472
NEW LIFE ASSISTED LIVING CENTER	5905 EDSON	517-339-3677
NEW LIFE ASSISTED LIVING CENTER	2077 HASLETT	517-339-2390
SAFE HAVEN ASSISTED LIVING	981 JOLLY (ALAIEDON)	517-574-4579
WILLOWS AT OKEMOS	4830 CENTRAL PARK	517-349-3600

**Human Services:  
Resources and Support Services**

<b>TRANSPORTATION RESOURCES</b>	<b>TYPE</b>
Information provided at the EOC	

<b>SHELTERS</b>	<b>MAXIMUM OCCUPANCY</b>
Information provided at the EOC	

<b>FOOD AND FAMILY CARE RESOURCES</b>	<b>TYPE OF SERVICE</b>
Information provided at the EOC	

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

<b>HOUSING FOR ADDITIONAL EMERGENCY WORKERS</b>	<b>TYPE OF SERVICE</b>
Information provided at the EOC	
Local Fire Stations	housing
Local Shelters	housing
Willows at Okemos - background checks required prior to placement	housing

Annex K: After Action Report Template



**TOWNSHIP  
OF  
MERIDIAN**

[Pick the date]

**[Year]**

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## EXPLANATION OF TERMS

### *Examples:*

AAR	After Action Report
CAD	Computer Aided Dispatch
DA	Damage Assessment
EOC	Emergency Operations Center
IC	Incident Command
ICS	Incident Command System
MTFD	Meridian Township Fire Department
MTPD	Meridian Township Police Department
NIMS	National Incident Management System
OEM	Office of Emergency Management
PSD	Public Service Department
PIO	Public Information Officer

## INTRODUCTION

*Include brief synopsis of incident here.*

Sequence of events:

*Include detailed sequence of events here, if available.*

## AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different departments/organizations and staff who participated in the response to *[list incident/exercise/event here]*. The information was gathered by *[list departments here and various sources of information for the report]*

The recommendations in this AAR should be viewed with considerable attention to the needs for the safety of Meridian Township. In some cases, departments may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, departments may identify alternative solutions that are more effective. However, each department should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this AAR are being requested to be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of incident response; stabilization and notification are efficient and effective.

### ***Incident Overview:***

Township of Meridian – *[Insert incident/exercise/event location here]*

### ***Duration:***

*[Insert incident/exercise /event time]*

### ***Sponsor:***

*[Insert Sponsor here, if applicable]*

### ***Funding Source:***

*[Insert funding source here or if no funding, insert “No funding allocated”]*

### ***Focus (Check appropriate area(s) below):***

- Prevention:
- Response
- Recovery
- Other

### ***Classification (Check appropriate area(s) below):***

- Unclassified
- For Official Use Only (FOUO)
- By Invitation Only

### ***Activity or Scenario (Check appropriate area(s) below):***

- Fire
- Severe Weather
- Flood
- Hazardous Material Release
- Bomb Threat
- Medical Emergency
- Power Outage
- Evacuation
- Lockdown
- Special Event
- Exercise/Drill
- Other

**Location:**

*[Insert incident/exercise/event location here]*

**Participating Organizations:**

*[Insert organizations here]*

**STRENGTHS**

*List strengths here.*

**AREAS OF IMPROVEMENT**

*List Areas of Improvement here.*

**RECOMMENDATIONS**

*List Recommendations here.*

**CONCLUSION AND NEXT STEPS**

*Insert Conclusion here.*

## IMPROVEMENT PLANNING MATRIX

### IMPROVEMENT PLANNING MATRIX

<u>Area of Improvement</u>	<u>Improvement Action</u>	<u>Responsible Party/Areas</u>	<u>Targeted Completion Date</u>	<u>Status</u>
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				