



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
December 3, 2019 6:00 pm

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
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-November 19, 2019 Regular Meeting
 - C. Bills

10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS (CANARY)
12. ACTION ITEMS (PINK)
 - A. Trash Receptacle Ordinance-**Final Adoption**
 - B. Ordinance Prohibiting Dog Sales at Pet Stores-**Final Adoption**
 - C. Modified Winter Work Schedule

13. BOARD DISCUSSION ITEMS (ORCHID)
 - A. Rezoning #19060 (Okemos Land Investment LLC)
 - B. Rezoning #19080 (Minerva Realty Capital LLC)
 - C. Emergency Management Plan Update

14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

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

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall



**CLERK'S OFFICE
BOARD COMMUNICATIONS
December 03, 2019**

**BOARD INFORMATION
(BI)**



November 15, 2019

Ms. Deborah Guthrie, Communications Director
Meridian Township
5151 Marsh Road
Okemos, MI 48864

RE: Important Information—Price Changes

Dear Ms. Guthrie,

At Comcast, we're committed to delivering the entertainment and services that matter most to our customers in Meridian, as well as exciting experiences they won't find anywhere else. As we continue to invest in our network, products, and services, the cost of doing business rises. Programming fees – the cost associated with carrying the programming our customers demand, especially broadcast television and sports programming – continue to rise each year and are one of our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting January 1, 2020, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. Please see the enclosed Customer Notice for more information.

While some prices may increase, we continue to invest in technology to drive innovation. We work hard to bring our customers great value every day and exciting new developments, including:

- Xfinity Stream app included with Xfinity TV has the most free shows and movies
- Apps like Netflix, Pandora, Amazon, and YouTube integrated on our X1 platform and easily accessed using our Voice Remote
- 163,000+ shows and movies on Xfinity On Demand
- Enhanced control of in-home Wi-Fi with Xfinity xFi
- Advanced security with the Xfinity Wireless Gateway
- The fastest Internet speeds in the country
- 19 million Xfinity WiFi hotspots nationwide

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 734-359-2077.

Sincerely,

John P. Gardner
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911

Important Information Regarding Xfinity Services and Pricing

Effective January 1, 2020

Xfinity TV	Current	New
Broadcast TV Fee	\$9.50	\$14.75

Xfinity Internet	Current	New
Performance Starter	\$50.00	\$53.00
Performance	\$70.00	\$73.00
Blast!	\$80.00	\$83.00
Extreme	\$90.00	\$93.00
Extreme Pro	\$100.00	\$103.00
Gigabit Speed	\$110.00	\$113.00
xFi Advantage	\$15.00	\$20.00

Xfinity Equipment	Current	New
Internet/Voice Equipment Rental	\$13.00	\$14.00

From: [Eric Torng](#)
To: [Board](#)
Subject: Trash Receptacle Ordinance concern
Date: Saturday, November 23, 2019 5:17:14 PM
Attachments: [image001.png](#)

Dear Township Board,

I attended the Nov. 19 meeting to hear the discussion of Rezoning 19060, but I am emailing now to discuss the Trash Receptacle Ordinance. During your discussion, you amended the ordinance to require that if trash receptacles are stored in a side yard, they need to be stored beyond the 50% point of the structure. There was discussion about landscaping that could obscure the receptacle, but this language was not explicitly included. I am emailing now to ask that with appropriate landscaping, you would allow the trash can to be stored before the 50% point along the side of the house.

We recently built our home in Champion Woods, and we purposely designed our landscaping to allow us to store our trash container on the side of the house obscured by a tree we planted. Our family finds the odor induced by storing the trash container within the garage to be offensive (note we do store our recycling container with the garage because there are no odor issues). As such, we designed our landscaping to facilitate easy storage of the trash container in a relatively accessible but hidden location. We had a pathway added to allow us to roll the trash can easily and a relatively large and expensive tree planted to make the trash can relatively hard to see. I would also add that with the slope of our lot, it would be difficult to place the trash can beyond the 50% point and it would actually be visible to more people given the location of our lot. Below are pictures of our set up.

Again, I hope language for the final ordinance will allow for landscaping to eliminate the need to put the trash can beyond the 50% point of the side yard.

Thank you for your time and service,



Eric Torng
4138 Benca Way
Okemos, MI 48864
517-944-5179
Pronouns:he/him/his



PROPOSED DRAFT MINUTES

PROPOSED MOTION:

Move to approve and ratify the minutes of the Regular Meeting of November 19, 2019 as submitted.

ALTERNATE MOTION:

Move to approve and ratify the minutes of the November 19, 2019 Regular Meeting with the following amendment(s): [insert amendments]

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
853-4000, Township Hall Room
TUESDAY, November 19, 2019 **6:00 pm.**

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

ABSENT: None.

STAFF: Township Manager Walsh, Director of Public Works Perry, Fire Chief Hamel, Police Chief Plaga, Community Planning Director Kieselbach, Information Technology Director Gebes, Principal Planner Menser, Economic Development Director Buck

1. CALL MEETING TO ORDER

Supervisor Styka called the meeting to order at 6:01 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Styka led the Pledge of Allegiance.

3. ROLL CALL

The Recording Secretary called the roll of the Board.

4. PRESENTATIONS

A. Chief of Police Hamel introduced the newest Paramedic/Firefighter at Meridian Township, Tyler McNalley.

B. Economic Development Director Buck provided an overview of the Haslett study results.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Styka opened public remarks at 6:14 pm.

Chris Collete, 2373 Barnsbury Rd, E. Lansing; spoke in support of Trash Receptacle Ordinance (Agenda Item 12A) with suggested revisions.

Lynn Page, 3912 Raleigh Dr., Okemos; spoke in opposition to Rezoning Request #19060 (Agenda Item 13A).

Jan Casey, 2677 Laforet Cir., Okemos; spoke in opposition to Rezoning Request #19060.

David Pearson, 1142 S. Washington Ave., Lansing; spoke in support of Rezoning Request #19080 (Agenda Item 13C).

Matt Durbin, 615 Washington Dr., Pittsburgh, PA, 15228; spoke in support of Rezoning Request #19080.

Ashleigh New, 4139 Brenda, Okemos; spoke in opposition to Rezoning Request #19060.

Jim Galligan, 4367 Aztec Way, Okemos; spoke in support of Rezoning Request #19060.

Jill Stephenson-McCole, 4137 Benham Way, Okemos; spoke in opposition to Rezoning Request #19060.

Dan McCole, 4137 Benham Way, Okemos; spoke in opposition to Rezoning Request #19060.

Supervisor Styka closed public remarks at 6:36 pm.

6. TOWNSHIP MANAGER REPORT

Township Manager spoke regarding approval of 6 medical marijuana dispensaries which will have to restart the application process if they do not meet upcoming Special Use Permit application deadlines, road bond funding, reorganization of the Communications Department beginning January 1, 2020.

7. BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Treasurer Deschaine:

- Township received road bond proceeds of approximately \$11,735,000.
- Spoke on Nov. 6 at Meridian Mall 50th Anniversary.
- Attended Nov. 6 Environmental Commission meeting, \$10,000 grant to plant 2,000 trees in 2020.
- Attended Nov. 14 Annual Meridian Township Pension Board meeting. Portfolio review, \$4.5 million invested, average 7.5% return with smoothing over past 5 years, 1 active employee in Plan and 46 retirees and 18 vested retirees (not yet claiming benefits).

Clerk Dreyfus:

- Participated in Nov. 18 national Teleconference on Election Cybersecurity and Election Interference, 3 national legislative efforts recommended, including a bill providing state funding to protect election integrity nationwide.
- Site visit to new location of New Hope Church, which will be Precinct 20 new polling location, motion to approve polling location change will be brought to board at December meeting.
- Haslett School Superintendent Stephen Cook notified Clerk's Office that three Haslett polling locations will be closed for August 4, 2020 election due to construction, state laws restrict types of facilities that can be used for polling locations (e.g. commercial sites are prohibited), looking at options and possible precinct consolidations.

Trustee Jackson:

- Attended Nov. 5 Asset Management Summit sponsored by the Michigan Infrastructure Council and Tri-County Regional Planning Commission.
- Attended Nov. 6 Meridian Mall 50th Anniversary.
- Attended Nov. 12 LEAP Board Meeting which presented its annual report.

- Attended Nov. 13 Census Bureau meeting for complete census count, all Meridian residents encouraged to participate in the 2020 census count, jobs available (2020census.gov/jobs).

Supervisor Styka:

- Encouraged residents to apply for Public Service positions available on the Boards & Commissions.
- Attended Nov. 6 Meridian Mall 50th Anniversary.
- Attended quarterly meeting with Township Manager and East Lansing Mayor and Manager.
- Spoke on No-Shave November (donate in the name of an officer), Meridian Cares fundraisers (Be a Santa to a Senior, collect coats, Toys for Tots, Emergency Needs funds, etc.).
- Christmas activities posted on Meridian website, e.g., “Christmas in the Village” on Dec. 8.

8. APPROVAL OF AGENDA

Clerk Dreyfus moved to approve the Agenda. Seconded by Trustee Jackson.

VOICE VOTE: Motion carried: 7 – 0

9. CONSENT AGENDA

Supervisor Styka reviewed the consent agenda.

Clerk Dreyfus moved to adopt the Consent Agenda as presented. Seconded by Treasurer Deschaine.

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Supervisor Styka, Clerk Dreyfus, Trustees Sundland, Jackson, Opsommer, Wisinski

NAYS:

Motion carried: 7 – 0

A. Communications

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

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Supervisor Styka, Clerk Dreyfus, Trustees Sundland, Jackson, Opsommer, Wisinski

NAYS:

Motion carried: 7 – 0

B. Minutes – November 05, 2019 Regular Meeting

Clerk Dreyfus moved to approve and ratify the minutes of the Regular Meeting of November 05, 2019 as submitted. Seconded by Treasurer Deschaine.

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Supervisor Styka, Clerk Dreyfus, Trustees Sundland, Jackson, Opsommer, Wisinski

NAYS:

Motion carried: 7 - 0

C. Bills

Clerk Dreyfus moved to approve that the Township Board approve the Manager’s Bills as follows. Seconded by Treasurer Deschaine.

Common Cash		\$	396,757.36
Public Works		\$	572,672.35
Trust & Agency		\$	54,716.67
	Total Checks	\$	1,024,146.38
	Credit Card Transactions	\$	5,923.24
	Oct 31st - Nov13th		
	Total Purchases	\$	<u>1,030,069.62</u>
	ACH Payments	\$	<u>413,322.60</u>

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Supervisor Styka, Clerk Dreyfus, Trustees Sundland, Jackson, Opsommer, Wisinski

NAYS:

Motion carried: 7 - 0

D. Ratification of New Police Officer Appointment

Clerk Dreyfus moved to authorize the Police Department to appoint Wesley Talbot to Full-Time Police Officer contingent upon successful completion of those items stipulated in the conditional offer of employment. Seconded by Treasurer Deschaine.

ROLL CALL VOTE: YEAS: Clerk Dreyfus, Treasurer Deschaine, Supervisor Styka, Trustees Jackson, Opsommer, Sundland, Wisinski

NAYS:

Motion carried: 7 - 0

E. 2020 Township Board Meeting Schedule

Clerk Dreyfus revised the 2020 Board Meeting schedule, changing the proposed December 15th meeting to December 8, 2020. Clerk Dreyfus moved to accept the Board Meeting schedule as presented. Supervisor Styka seconded via request for Roll Call vote.

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Supervisor Styka, Clerk Dreyfus, Trustees Sundland, Jackson, Opsommer, Wisinski

NAYS:

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY – NONE

11. HEARINGS (CANARY)

12. ACTION ITEMS (PINK)

A. Trash Receptacle Ordinance – Final Adoption

Trustee Jackson moved to approve for final adoption the resolution amending Chapter 46, Section 46-2 to establish regulations for the placement and storage of trash and recycling receptacles. Seconded by Clerk Dreyfus.

Board discussion: excerpts of proposed ordinance reviewed, importance of preventing neglect/maintaining beauty of the neighborhood by not allowing trash to be left on the street, suggestion for side yard receptacle requirement to be 50% the length of the structure to improve enforcement, landscaping/ structures that obscure view of receptacles and blends with exterior of home.

Trustee Opsommer moved to amend final adoption of the resolution to have the receptacle 50% or more down the length of the structure (behind the corner of the dwelling). Seconded by Treasurer Deschaine.

Board member belief that proposed ordinance covers vast majority of situations Township Board is most concerned about, goal is ensuring trash is not left on the curb and exact measurements (50% measurement) can lead to government overregulation, belief that specificity is needed to keep receptacles away from line of sight.

VOICE VOTE: 6 – 1 (Clerk Dreyfus)

Motion carried

Trustee Opsommer moved to specify that the receptacle be stored inside a garage, storage shed or other structure if the property has one already. Seconded by Treasurer Deschaine.

Board discussion: Trustee Opsommer stated his amendment changes the proposed ordinance from optional indoor storage of trash receptacles to mandatory indoor storage of trash receptacles, Board member stated that this proposal – requiring all trash receptacles to be stored indoors – is very different than the ordinance the Board has discussed and agreed to move forward with, concerns about clear government overreach and excessive regulation by requiring homeowners to store garbage inside their homes, Board member support for ordinance with previous 50% amendment but concern about indoor storage requirement going too far, optional approach is better because some people may have insufficient space for storage,

VOICE VOTE: 2 – 5 (Clerk Dreyfus, Supervisor Styka, Trustee Jackson, Trustee Sundland, Trustee Wisinski)

Motion failed

B. Amendment to Truck Route Ordinance for Hamilton Road – Final Adoption

Trustee Opsommer moved to approve the resolution for final adoption of the amendment to Chapter 74, Article I, Section 74-3(c) (4) to designate westbound Hamilton Road from Marsh Road to Okemos Road as a truck route and classified for truck traffic. Seconded by Trustee Jackson.

Board discussion: amended ordinance solves issues with truck routes/reduces eastbound traffic on Hamilton road, addresses issues with Meijer and truck traffic in the region, Hamilton Road was included as a truck route originally and the purpose of the amendment is to limit truck routes to eastbound.

ROLL CALL VOTE: YEAS: Trustees Wisinski, Jackson, Opsommer, Sundland, Treasurer Deschaine, Clerk Dreyfus, Supervisor Styka

NAYS:

Motion carried: 7-0

C. Update to Land Division Ordinance – Final Adoption

Trustee Jackson moved to approve the resolution for final adoption of the amendment to Chapter 62, Articles IV and V, Sections 62-94 and 62-123 to be consistent with the requirements of the State Land Division Act. Supported to Treasurer Deschaine.

Board discussion: action reflects changes to Township ordinances to be consistent with state requirements: tax liabilities need to be either paid/apportioned by the assessor for land divisions to be approved.

ROLL CALL VOTE: YEAS: Clerk Dreyfus, Supervisor Styka, Treasurer Deschaine, Trustees Sundland, Opsommer, Wisinski, Jackson

NAYS:

Motion carried: 7-0

D. Ordinance Prohibiting Dog Sales at Pet Stores - Introduction

Trustee Opsommer moved to approve for introduction the resolution amending Chapter 10, Animals to prohibit the sale of dogs at pet stores. Seconded by Clerk Dreyfus.

Board discussion: ordinance to stand with other municipalities to evoke right to local control, prevent large retailer that sells puppies from coming to Meridian Township, concern that ordinance overregulates pet stores, State Senator introduced bill to regulate shelters, pet stores are regulated but shelters – which can get

puppies from puppy mills – are currently unregulated, confusion about loose definition of shelter and ensuing problems, ordinance is unnecessary because Township has no pet stores selling puppies, ordinance goes too far and industry is already well-regulated, Board member offer to have pet store owner discuss their practices and industry issues at future board meeting, support for pet store regulation, Humane society and shelter philosophy of adoption much preferred over purchasing puppies, adoption better addresses pet overpopulation, ordinance should not be detrimental to new pet stores opening in Township, complex issue, open to hearing experiences of local pet store owners, pet owners pay fees to obtain a puppy from any source – including Humane Societies and shelters.

ROLL CALL VOTE: YEAS: Trustees Jackson, Wisinski, Opsommer, Treasurer Deschaine, Supervisor Styka, Clerk Dreyfus

NAYS: Trustee Sundland

Motion carried: 6-1

E. Multiple Family Zoning Ordinance Amendment

Trustee Opsommer moved to initiate a zoning amendment to allow a mix of single family and multiple family dwelling units in the RD, RC, and RCC zoning districts by Special Use Permit. Seconded by Treasurer Deschaine.

Board discussion: Amendment will go to planning commission for public hearing and input, amending multiple family zoning categories by allowing for single family dwelling units.

ROLL CALL VOTE: YEAS: Trustees Sundland, Jackson, Opsommer, Wisinski, Supervisor Styka, Clerk Dreyfus, Treasurer Deschaine

NAYS:

Motion carried: 7-0

F. TPOAM DPW Employees Tentative Agreement

Treasurer Deschaine moved to approve the 2020-2022 collective bargaining agreement as tentatively agreed to and further ratified by the TPOAM / Department of Public Works (DPW) employees. Seconded by Trustee Jackson.

Board discussion: 1st of 7 contracts, 22 employees covered, 3 year agreement, 2% increase per year for 3 years. TPOAM: Township Police Officers Association of Michigan.

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Clerk Dreyfus, Supervisor Styka, Trustees Wisinski, Opsommer, Sundland, Jackson

NAYS:

Motion carried: 7-0

G. 2020 Goal Setting and 2019 Goal Review – December 12, 2019

Trustee Jackson moved to set a date of December 12, 2019 to review the 2019 goals and establish a 2020 vision. Seconded by Treasurer Deschaine.

Clerk Dreyfus moved to add a time: “Move to set a date of December 12, 2019 at 6:00 pm.” Accepted by Trustee Jackson.

Board discussion: Clerk Dreyfus questioned if this will be televised.

VOICE VOTE: Motion carried: 7-0

H. Township Manager Annual Performance Review and Contract – December 12, 2019

Trustee Opsommer moved to set a date of December 12, 2019 at 6:00pm to review the Township Manager’s annual performance and contract. Seconded by Treasurer Deschaine.

Board discussion: Evaluation is a closed session, Clerk Dreyfus clarified that goal-setting session is actually a Special Meeting with several items on the agenda, stated that since it is a Township Board meeting it should be televised.

VOICE VOTE: Motion carried: 7-0

13. BOARD DISCUSSION ITEMS (ORCHID)

A. Rezoning #19060 (Okemos Land Investment LLC)

Board discussion: conditions offered by applicant, applicant conditions with rezonings always run with the land, zoning category requirements and uses, Professional/Office (PO) zoning request separated from main Rezoning request, 75% of building permits approved before PO can be built, Township Manager question about waiver for developer on building permit requirements, staff response that requirement is in place and enforced, Planned Unit Development (PUD) ordinance use based on C1 zoning/not office zoning,

Density concerns, quality-of-life issues, needs of adjacent homeowners and needs of whole community, concerns about various density projections expressed by developer and Township administration, questions about number of homes that could be built under existing RR zoning, concerns about “density inflation” and not counting large adjacent developments (College Fields) in order to make comparisons with rezoning request more attractive, view that 89 homes can be built with existing zoning and 135+ homes built with a PUD.

Board sets legal precedents and must proceed carefully with request for PO zoning in the PUD rezoning request, view that PO request is actually “spot zoning” which is illegal, office building can be built on property as part of the PUD using additional PUD conditions and no need for separate land rezoning within the parcel. Concerns about excessive office vacancies in the Township, and ripple effect impact on revitalization of targeted areas in community.

Two main issues for neighbors: preventing road connectivity between subdivision which could allow vehicle cut-through, and long-term financial/legal obligations of pathway ownership/maintenance. Board member views that many homeowners are not happy with rezoning request but accept it if two main issues addressed, history of development of neighboring property: Board member concerns about unauthorized wetlands/floodplain work creating an artificial land dam that led to long-standing water and drainage issues, versus Board member view that no unauthorized work was performed, Township staff reported negotiations with property owners and County Drain Commission at various times to deal with documented drainage problems caused by developers.

Questions about open space requirements in PUD, 50% open space requirement for PUD means developer is not donating land but fulfilling PUD requirement in rezoning request, questions about designated land for open space requirement, northern property (offered as condition for rezoning) is difficult to develop and would likely be open space offered for PUD regardless of current rezoning request, belief that developer has sacrificed very little in negotiations with neighbors as getting rezoning is the biggest win for developer versus belief that developer is offering a donation of valuable land to the Township and is giving up something significant in negotiations.

Pathway questions about which sections would be taken over by the Township, Township proposal to takeover pathway ownership for easier access to 20 acres northern property that would be added to Land Preservation, governmental immunity and right-of-way concerns regarding pathway, concerns about additional Township expense of maintaining pathway which was not Township's responsibility.

High cost of preserving roads and water/sewer in reduced density developments, costs are threefold in 1 dwelling unit/acre homes in Williamston Township, need for further discussion on PO component of rezoning. Belief that land-use adjacent to elementary school is best location for building single-family homes, provides best yield for community. Township Manager view that baseline number of homes is 89 under current zoning with guaranteed road connections by Ingham County, Board member view baseline number of homes is up to 135 with PUD, clustering creates density. College Fields density at 1 unit/acre includes golf course. PO zoning request came in "late in the game" and request for more information from Township Manager on this issue. Board member stated that citizens were both happy and not happy with the proposed rezoning. Board member noted that Board members should look at 150 homes as a maximum due to on-the-ground limitations. Much time and effort put into this agreement, belief that if both sides are not happy, then settlement is likely fair, concern with PO coming into the proposal after so much time spent developing settlement, request for Township Manager to bring back more information about PO zoning and options available to the Board.

Board consensus to place this item on the agenda for discussion at the next Board meeting.

B. Rezoning #19070 (Fedewa Holdings)

Board discussion: Director Kieselbach provided an overview of the request to rezone approximately 3 acres located at 4515 Dobie Rd from RAA (Single Family – Low Density) to RC (Multiple Family, 14 dwelling units per acre). Planning Commission's recommendation on October 14, 2019 was to not approve the rezoning from RAA to RC, Faith Lutheran Church owns property to south, applicant provided a concept plan for duplex homes and townhomes and would commit to 20 units, 65 feet buffer and keeping tree line, under RAA zoning if land division along frontage, can be divided into two parcels, if something with road: 7 parcels, concern about traffic – at 20 units, increase of 172 cars at peak hours, applicant's financial scenario not part of the

decision making, belief existing RAA zoning is appropriate considering all adjacent properties, site location, and traffic concerns.

Board consensus to place this item on the agenda for action at the next Board meeting.

C. Rezoning #19080 (Minerva Realty Capital LLC)

Board discussion: Director Kieselbach provided an overview of the request to rezone approximately 5 acres located at 4606 Hagadorn Rd from RR (Rural Residential) to PO (Professional/Office), applicant will condition rezoning on approval of a Mixed Use Planned Unit Development which would allow up to 89 multi-bedroom units. Planning Commission recommended approval of the rezoning from RR to PO.

Defined as redevelopment project, Baptist Church and parsonage buildings will be removed, future land use map zoning is for Business Technology yet MUPUD will be predominantly residential apartments, applicant could apply directly for residential zoning, some office is necessary for PO as underlying zoning for Mixed Use, some commercial uses allowed, other allowed uses include church, day-care centers, non-residential uses by residential, single-family in RR, RAA, single-family category. Multiple-family directly north, question on whether single-family homes could be built similar to Briarcliff homes just south of property, frontage on Hagadorn is 232 ft, series of single-family homes with a road is possible.

Traffic report measures apartments: 102 dwelling units, apartment layouts, belief in lack of demand for single family homes off Hagadorn Rd, MUPUD will propose a range of 1,2,3,4 bedroom units, attractive to students, people who work on campus, older housing converted from other single-family uses to student housing, did not look at other development options because property owners develop Mixed Use and multifamily housing, Research Park zoning doesn't work in this area, question as to who will occupy 5,000 sq ft of PO below student apartments, developer response is medical offices or unknown retail. Student rental market discussion, concern about MUPUD resulting in more student housing, Board member concern about developer statements of non-student design vs other developer statements about 1,2,3,4 bedroom units which primarily attract students, developer response that the apartments will attract people associated with the university and likely no families, Township Board recently approved an MUPUD for a big PO in Eyde Parkway but its exclusively Professional Office and no residential.

Board consensus to place this item on the agenda for action at the next Board meeting.

D. Tree Bank Ordinance

Board discussion: Director Kieselbach provided an overview of past tree ordinances and concepts, including the Land Clearing Ordinance, mitigating and replacing trees that are removed from a site, and difficulty of past Township Board passing more comprehensive tree protection ordinances. City of Canton has Tree Banking ordinance, size of tree diameter as a parameter, organizing a "table of trees" deemed to be necessary requires most research and assigning values and replacement requirements, concern if proposed Tree Bank is similar to wetlands mitigation ordinance since replacement of wetlands is often not as beneficial as retaining existing wetland, possibility of developers cutting down trees and not replenishing them on location but planting them in one location somewhere else, cost of taking down and/or replacing trees passed down to property owners, ability for developer to build around valuable trees or move them, tree surveys currently impact development plans.

Board consensus for Township Manager to determine staffing to move proposal forward.

E. Township Board Retreat

Board discussion: Board retreat proposal by former MTA President Larry Merrill.

Board consensus to determine a date for the retreat.

14. COMMENTS FROM THE PUBLIC

Supervisor Styka Opened Public Remarks at 9:45 pm.

Supervisor Styka Closed Public Remarks at 9:45 pm.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

16. ADJOURNMENT

Trustee Opsommer moved to adjourn the meeting. Seconded by Trustee Jackson.

VOICE VOTE: Motion carried: 7-0

Supervisor Styka adjourned the meeting at 9:46 pm.

RONALD J. STYKA,
TOWNSHIP SUPERVISOR

BRETT DREYFUS,
TOWNSHIP CLERK



To: Board Members
From: Miriam Mattison, Finance Director
Date: December 3, 2019
Re: Board Bills

Charter Township of Meridian
Board Meeting
12/3/2019

MOVED THAT THE TOWNSHIP BOARD APPROVE THE MANAGER'S
BILLS AS FOLLOWS:

COMMON CASH	\$	184,489.28
PUBLIC WORKS	\$	15,092.28
TRUST & AGENCY	\$	136.10
TOTAL CHECKS:	\$	199,717.66
CREDIT CARD TRANSACTIONS		
Nov 14th- Nov 25th	\$	8,953.44
TOTAL PURCHASES:	\$	<u>208,671.10</u>
ACH PAYMENTS	\$	<u>947,594.40</u>

11/26/2019 11:12 AM
User: FAULKNER
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 12/03/2019 - 12/03/2019
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF

Vendor Name	Description	Amount	Check #
1. CATHERINE ADAMS	MILEAGE REIMBURSEMENT	51.62	
2. AIRGAS GREAT LAKES	STANDING PO FOR MEDICAL OXYGEN	104.45	
	STANDING PO FOR MEDICAL OXYGEN	72.07	
	TOTAL	176.52	
3. ASAP PRINTING	FORMS AND PAMPHLET PRINTING	66.02	
	RETURN LABELS	235.60	
	TOTAL	301.62	
4. AT & T	FIBER TO FS #91	1,068.25	
5. AT & T MOBILITY	DISPATCH NON-EMERGENCY - NOV 5TH - DEC 04	76.04	
6. AUTO VALUE OF EAST LANSING	FLEET REPAIR PARTS 2019- UNIT 55	10.98	
	FLEET REPAIR PARTS 2019 UNIT 94	8.24	
	FLEET REPAIR PARTS 2019 - UNIT 39	76.09	
	FLEET REPAIR PARTS 2019 - SHOP SUPPLY BRAKE LUBE	9.19	
	FLEET REPAIR PARTS 2019 - SHOP SUPPLY SAND BLASTER	45.79	
	FLEET REPAIR PARTS 2019 - UNIT 13	239.47	
	UNIT 5 BILLED	43.30	
	UNIT 11 - WHELL LUG NUT	86.20	
	UNIT 100 - WHEEL NUT	204.00	
	FLEET REPAIR PARTS 2019 - CREDIT	(19.80)	
	CREDIT FOR RETURNED WHEEL NUTS	(86.20)	
	TOTAL	617.26	
7. AUTOMATED BUSINESS EQUIPMENT	PITNEY BOWES MAILING MACHINE SERVICE CALL	160.00	
8. ROBERT W BAIRD & CO INC	GENERAL OBLIGATION UNLIMITED TAX BONDS SERVICES - P	44,560.00	

Vendor Name	Description	Amount	Check #
9. BARYAMES CLEANERS	STANDARD POLICE UNIFORM CLEANING- ADAMS, JEFF	43.40	
	STANDARD POLICE UNIFORM CLEANING- AIKINS, ALLISON	6.20	
	STANDARD POLICE UNIFORM CLEANING-ANDERSON, BLANE	15.50	
	STANDARD POLICE UNIFORM CLEANING- BACH, BRAD	15.50	
	STANDARD POLICE UNIFORM CLEANING- BADDER, DUSTIN	9.30	
	STANDARD POLICE UNIFORM CLEANING- CANEN, BRAIN	12.40	
	STANDARD POLICE UNIFORM CLEANING- CLEMENTS, JASON	9.30	
	STANDARD POLICE UNIFORM CLEANING- CORNELL, KYLE	37.20	
	STANDARD POLICE UNIFORM CLEANING- DHESPINA, QIPO	9.30	
	STANDARD POLICE UNIFORM CLEANING- DIETZ, AUSTIN	30.00	
	STANDARD POLICE UNIFORM CLEANING- DIVNEY, MARC	15.50	
	STANDARD POLICE UNIFORM CLEANING- GRILLO, RICHARD	46.50	
	STANDARD POLICE UNIFORM CLEANING- HAGBOM, MICHAEL	17.95	
	STANDARD POLICE UNIFORM CLEANING- HARVEY, KEVIN	15.50	
	STANDARD POLICE UNIFORM CLEANING- HUETTNER, DANIEL	12.40	
	STANDARD POLICE UNIFORM CLEANING- KAISER, BAYLIE	6.20	
	STANDARD POLICE UNIFORM CLEANING-KENDRICK, JOHNTHA	12.40	
	STANDARD POLICE UNIFORM CLEANING- KLEIN, MEGAN	15.50	
	STANDARD POLICE UNIFORM CLEANING-LEFLER, CODY	21.70	
	STANDARD POLICE UNIFORM CLEANING- LEROY, BRYAN	18.30	
	STANDARD POLICE UNIFORM CLEANING- LEWIS, STEPHANIE	21.70	
	STANDARD POLICE UNIFORM CLEANING- LINN, ERIN	18.25	
	STANDARD POLICE UNIFORM CLEANING- MASOOD, MARYAM	31.00	
	STANDARD POLICE UNIFORM CLEANING- MCCONAUGHY, ARRO	45.50	
	STANDARD POLICE UNIFORM CLEANING- METTS, DAVE	18.60	
	STANDARD POLICE UNIFORM CLEANING- PAYNE, REBECCA	36.60	
	STANDARD POLICE UNIFORM CLEANING- PLAGA, KEN	37.40	
	STANDARD POLICE UNIFORM CLEANING- RAMBO, PAUL	6.20	
	STANDARD POLICE UNIFORM CLEANING- REINKE, DAVID	21.70	
	STANDARD POLICE UNIFORM CLEANING- ROYSTON, KYLE	39.70	
	STANDARD POLICE UNIFORM CLEANING- SCACCIA, CHRISSEY	43.40	
	STANDARD POLICE UNIFORM CLEANING- SLAVICK, ADAM	40.30	
	STANDARD POLICE UNIFORM CLEANING- SQUIRES, CURT	18.60	
	STANDARD POLICE UNIFORM CLEANING- STROUSE, DOUG	6.20	
	STANDARD POLICE UNIFORM CLEANING-TOBIAS, ANDREW	43.40	
	STANDARD POLICE UNIFORM CLEANING-TREVINO, ANTONIO	31.00	
	STANDARD POLICE UNIFORM CLEANING- TUNKL, RYAN	17.35	
	STANDARD POLICE UNIFORM CLEANING- VELASQUEX, LOREN	12.40	
	STANDARD POLICE UNIFORM CLEANING- WHITE, LERICO	12.40	
	TOTAL	871.75	
10. BLUE CROSS BLUE SHIELD OF MICHIGAN	DEC BCBS PMT 007031210-0009	1,758.77	101835
11. BS&A SOFTWARE	BUILDING DEPT .NET REPORT TRAINING AND BS&A ONLINE	13,289.00	
	BUILDING DEPT .NET REPORT TRAINING AND BS&A ONLINE	205.00	
	TOTAL	13,494.00	
12. CHRIS BUCK	MILEAGE REIMBURSEMENT - OCTOBER	117.90	
13. BRIAN CANEN	MILEAGE REIMBURSEMENT	27.84	
14. CAPITOL CITY ELECTRIC CO	REFUND FOR ELECTRICAL PERMIT PE19-0795	15.00	
15. CAPITOL CITY RIFLE CLUB	MEMBERSHIP DUES FOR SWORN RANGE MASTER STAFF 2020	500.00	
16. CDW	MCAFEE GOLD SOFTWARE & SUPPORT FOR MCAFEE ENDPOINT	2,828.00	
17. CINTAS CORPORATION #725	MECHANICS UNIFORMS 2019	48.35	
	MECHANICS UNIFORMS 2019	48.35	
	TOTAL	96.70	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 12/03/2019 - 12/03/2019
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Vendor Name	Description	Amount	Check #
18. CITY OF EAST LANSING	SHARED ASSESSOR SERVICES - OCT	9,139.14	
19. COMCAST	HNC TELEPHONE TV INT	197.00	
	MERIDIAN PD FREE DROP SERVICES 11.29-12.28	22.37	
	FS 91 SERVICE NOC 20- DEC 19	7.46	
	SCADA INTERNET	136.85	
	TOTAL	363.68	
20. CONSUMERS ENERGY	NOV BILL - 5523 OKEMOS RD	25.39	
21. D&M SILKSCREENING	WINTER HATS	480.00	
22. DBI	TAPE	4.69	
	DESK CALENDAR	7.89	
	PENS, CLIPS, NOTEBOOK	23.54	
	TOTAL	36.12	
23. FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL FEES	744.50	
	LEGAL FEES	1,054.00	
	LEGAL FEES	7,420.50	
	LEGAL FEES	1,452.50	
	LEGAL FEES	5,295.00	
	LEGAL FEES	4,364.00	
	LEGAL FEES	462.00	
	LEGAL FEES	1,718.00	
	LEGAL FEES	2,500.00	
	LEGAL FEES	609.00	
	LEGAL FEES	1,513.00	
	LEGAL FEES	105.00	
	LEGAL FEES	189.00	
	LEGAL FEES	1,092.00	
	LEGAL FEES	1,398.00	
	LEGAL FEES	226.50	
	LEGAL FEES	154.50	
	LEGAL FEES	3,822.35	
	LEGAL FEES	375.99	
	LEGAL FEES	89.52	
	LEGAL FEES	962.14	
	TOTAL	35,547.50	
24. FD HAYES ELECTRIC	NEW ELECTRIC LINE FOR EVIDENCE ROOM SERVER	925.00	
25. FISHBECK, THOMPSON, CARR & HUBER	WUP 18-02 PROFESSIONAL SERVICES RENDERED	846.00	
26. FORESIGHT GROUP	CYCLE 2 BILLS	1,262.99	101836
27. PAUL GLENDON	GRIEVANCE NO. 19-001, LT DENNIS SCHRIER	2,435.00	
28. GOODYEAR COMMERCIAL TIRE	STATE CONTRACT LARGE TRUCK TIRES 2019 - UNIT 94	533.83	
29. GRANICUS	GRANICUS GOVACCESS PLUS EDITION WEBSITE MANAGEMENT	9,839.81	
30. GREY WALL SOFTWARE LLC	METRO VEOCI SUBSCRIPTION	6,000.00	101834
31. MARYANN GROOP	MCAT CERTIFICATION REIMBURSEMENT	50.00	
	MILEAGE REIMBURSEMENT - OCTOBER	4.06	
	TOTAL	54.06	
32. H.C. BERGER COMPANY	COPIER LEASE 10.15.19-11.14.19	619.12	

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Vendor Name	Description	Amount	Check #
33. THE HARKNESS LAW FIRM PLLC	LEGAL FEES-UTC	6,696.67	
34. INGHAM COUNTY FIRE CHIEFS ASSOC	COMPANY OFFICER CLASS -CHUCK MELESKO	50.00	
	PARAMEDIC GEMALSKY FF I AND FF II COURSE FEE	500.00	
	TOTAL	550.00	
35. INGHAM COUNTY CLERK	FILING FEES FOR NOTARY APPLICATION FOR DARIA FORBE	10.00	101839
36. INTERNATIONAL CODE COUNCIL	MEMBER DUES 12.1.19-11.30.20 MEMBER NO 0375400	135.00	
37. JONES & BARLETT LEARNING	BOOKS FOR PROMOTIONAL EXAMS	463.27	
38. KCI	ESTIMATE FOR POSTAGE FOR PERSONAL PROPERTY STATEME	5,726.60	
39. LANSING FIRE DEPARTMENT	AHA CPR/ACLS CAMPS	51.00	
40. LANSING SANITARY SUPPLY INC	ICEAWAY TURBO ICEMELTER 105PLT	1,836.40	
	STATE CONTRACT CUSTODIAL SUPPLIES 2019	499.33	
	STATE CONTRACT CUSTODIAL SUPPLIES 2019	161.30	
	STANDING PO FOR CLEANING SUPPLIES & EQUIPMENT	169.00	
	STANDING PO FOR CLEANING SUPPLIES & EQUIPMENT	40.68	
	STATE CONTRACT CUSTODIAL SUPPLIES 2019	41.44	
	TOTAL	2,748.15	
41. LANSING UNIFORM COMPANY	STANDARD POLICE UNIFORM PURCHASES- REINKE, DAVID	87.90	
	STANDARD POLICE UNIFORM PURCHASES-BACH BRAD	129.95	
	STANDARD POLICE UNIFORM PURCHASES-STOCK	749.75	
	TOTAL	967.60	
42. MADISON NATIONAL LIFE INS CO	LIFE INSURANCE PREMIUM - DEC	3,158.53	101837
43. MANNIK AND SMITH	2019 ROADWAY CUL-DE-SAC INSPECTION AND TESTING- SE	806.70	
44. MCKESSON MEDICAL-SURGICAL GOV SOL	MEDICAL SUPPLIES AND EQUIPMENT	23.00	
	MEDICAL SUPPLIES AND EQUIPMENT	71.87	
	MEDICAL SUPPLIES AND EQUIPMENT	65.82	
	MEDICAL SUPPLIES AND EQUIPMENT	208.31	
	TOTAL	369.00	
45. MERIDIAN TOWNSHIP	TRANSFER FOR FLEX CHECKING FOR 11.22.19 PAYROLL	870.23	
46. MERIDIAN TOWNSHIP RETAINAGE	OKEMOS BOARD WALK 2019 PAY ESTIMATE 13 RETAINAGE	758.00	
47. MERRILL FORD	FORD FLEET REPAIR PARTS 2019-UNIT 122	16.68	
	UNIT #2 - EXHAUST	453.74	
	#105 CHECK ENGINE LIGHT	228.82	
	UNIT #50 REPAIR WORK- STEERING GEAR, ARM BUSHINGS,	2,051.13	
	TOTAL	2,750.37	
48. MIDWEST POWER EQUIPMENT	NEW RESCUE SAW AND BLADES	1,807.00	
49. MYERS PLUMBING	DRAIN CLEANING SERVICE	271.00	
50. MOLLY NEVINS	INSTRUCTOR FEE FITNESS OVER 50 - SEPTEMBER	160.00	
	INSTRUCTOR FEE FOR MARCH FITNESS OVER 50	112.00	
	TOTAL	272.00	

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Vendor Name	Description	Amount	Check #
51. NORTHERN MICHIGAN LAW ENFORCEMENT	TRAINING SEPT 16.19 - SRT ANNUAL	632.88	
52. OFFICE DEPOT	NEW CHAIR FOR JOE WADE	184.17	
53. OKEMOS COMMUNITY EDUCATION	SOCCER FIELD RENTAL	1,050.00	
54. PC MALL GOV	CRADLEPOINT ROUTER AND GX450 MODEM	684.00	
	CRADLEPOINT ROUTER AND GX450 MODEM	749.00	
	HP 43X C8543X TONER CARTRIDGE BLACK HIGH Y	791.85	
	TOTAL	2,224.85	
55. PROFESSIONAL SERVICES INDUSTRIES	MSU TO LAKE LANSING PHASE 1 SOIL BORINGS PROJECT 0	12,500.00	
56. RAFT	2020 REGIONAL ALLIANCE FOR FF TRAINING MEMBERSHIP	1,400.00	
57. RICHARD & DORIS BENEICKE FOUNDATION	REFUND OVERPAYMENT FOR RENTAL PROPERTY AT 3134 LAK	120.00	
58. ROBERT HELM	RENTAL REGISTRATION PARTIAL REFUND (4777 CORNELL R	400.00	
59. ROWERDINK AUTOMOTIVE PARTS	FLEET REPAIR PARTS 2019- STOCK BATTERY	101.78	
	FLEET REPAIR PARTS 2019 - CREDIT	(14.00)	
	FLEET REPAIR PARTS 2019 - UNIT 143	32.59	
	TOTAL	120.37	
60. SCS SYSTEMS	WASTE SYSTEM MAINTENANCE CONTRACT - 12.519-12.5.20	245.00	
61. SHAHEEN CHEVROLET INC	#133 MEDIC 911	422.48	
62. SPARROW OCCUPATIONAL	1 PHYSICAL	165.00	
	2 PHYSICALS	578.50	
	TOTAL	743.50	
63. STATE OF MICHIGAN	FILING FEES FOR NOTARY APPLICATION FOR DARIA FORBE	10.00	101838
64. STATE TAX COMMISSION	MCAO PROGRAM FOR ANGELA RYAN 2020	1,000.00	101833
65. WEST SHORE FIRE INC	SCBA PACK REPAIR	196.00	
TOTAL - ALL VENDORS		184,489.28	

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Vendor Name	Description	Amount	Check #
1. ACCOUNTEMPS			
	SUBTOTAL WEEK ENDING 11/15/19	761.60	
	SUBTOTAL FOR WEEKENDING 11/22/19	952.00	
	TOTAL	1,713.60	
2. BLUE CROSS BLUE SHIELD OF MICHIGAN			
	DEC BCBS PMT 007031210-0009	511.19	28033
3. E T MACKENZIE CO			
	REIMBURSEMENT OF CONSTRUCTION METER	1,206.64	
4. GIGUERE HOMES INC.			
	REIMBURSEMENT OF PG 5076 CHAGGAL LANE	2,000.00	
	REIMBURSEMENT OF PERMIT SESC 19-1 1367 KALORAMA WA	2,000.00	
	TOTAL	4,000.00	
5. HASLETT PUBLIC SCHOOLS			
	REIMBURSEMENT OF CONSTRUCTION METER	1,133.20	
6. IDC CORPORATION			
	LIFT STATION CONTROLS MAINTENANCE 2019	2,055.50	
7. INSITUFORM TECHNOLOGIES USA, LLC			
	REIMBURSEMENT OF CONSTRUCTION METER	1,083.90	
8. JERRY FEDEWA HOMES, INC			
	REIMBURSEMENT OF OVER PMT FOR 6084 SLEEPY HOLLOW	200.14	
9. MADISON NATIONAL LIFE INS CO			
	LIFE INSURANCE PREMIUM - DEC	365.83	28034
10. NOZZTEQ			
	LUMBERJACK 200 REBUILD KIT -SEWER JET ROOT CUTTER	597.18	
11. PRO-TECH MECHANICAL SERVICES			
	HEAT VENT PIPE REPAIR	315.60	
12. SPARTAN BARRICADING			
	SIDEWALK SIGNAGE WM PROJECT 10.1-10.15	1,684.50	
13. STATE OF MICHIGAN			
	PESTICIDE CERTIFICATION RENEWAL -MATT , DAN, CHAD	225.00	
TOTAL - ALL VENDORS		15,092.28	

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Vendor Name	Description	Amount	Check #
1. PARKS TITLE	REFUND-OVERP'MT OF TAXES	136.10	
TOTAL - ALL VENDORS		136.10	

Credit Card Report 11/14/19-11/25/19

Posting Date	Merchant Name	Amount	Name
2019/11/14	TRACTOR SUPPLY #1149	\$32.16	CHAD HOUCK
2019/11/14	HASLETT TRUE VALUE HARDW	\$6.99	KYLE FOGG
2019/11/14	LEXISNEXIS RISK SOL EPIC	\$190.50	KRISTI SCHAEING
2019/11/14	HINES PRODUCTS CORP.	\$175.00	KRISTI SCHAEING
2019/11/14	PARKING STATE OF MI KIOSK	\$2.00	DEREK PERRY
2019/11/15	FLAP JACK SHACK	\$14.95	CHRIS BUCK
2019/11/15	THE HOME DEPOT #2723	\$19.88	KYLE FOGG
2019/11/15	H & H MOBIL	\$149.50	TODD FRANK
2019/11/15	IN *KODIAK EMERGENCY EQUI	\$249.71	TODD FRANK
2019/11/15	AMAZON.COM*FO5TX2803 AMZN	\$99.99	ROBERT MACKENZIE
2019/11/15	BANNASCH WELDING	\$29.29	KEITH HEWITT
2019/11/15	244 AUTO VALUE EAST LANSI	\$15.69	KEITH HEWITT
2019/11/15	AMZN MKTP US*WP4FF63O3 AM	\$12.99	MICHELLE PRINZ
2019/11/15	ACTIVE911 INC	\$3.91	WILLIAM PRIESE
2019/11/18	THE HOME DEPOT #2723	\$35.16	LAWRENCE BOBB
2019/11/18	HASLETT TRUE VALUE HARDW	\$8.48	TYLER KENNEL
2019/11/18	THE HOME DEPOT #2723	\$29.88	TYLER KENNEL
2019/11/18	OFFICEMAX/OFFICEDEPT#3379	\$36.27	CHAD HOUCK
2019/11/18	COVERT WIRELESS COM	\$18.99	BART CRANE
2019/11/18	OLD CHCG PIZZA AND TAP RM	\$126.73	JOHN HECKAMAN
2019/11/18	MEIJER # 025	\$25.00	DARLA JACKSON
2019/11/18	TOOLBARN.COM	\$778.98	ROBERT MACKENZIE
2019/11/18	HOLIDAY INN EXPRESS	\$484.40	ANDREW MCCREADY
2019/11/18	THE HOME DEPOT #2723	\$39.89	KEITH HEWITT
2019/11/18	OFFICEMAX/OFFICEDEPT#3379	\$80.09	MATT FOREMAN
2019/11/18	AMZN MKTP US*AP3MR2W63 AM	\$39.95	MICHELLE PRINZ
2019/11/18	AMZN MKTP US*114UY9CM3 AM	\$65.95	MICHELLE PRINZ
2019/11/18	FORESIGHT GROUP INC	\$67.50	WILLIAM PRIESE
2019/11/18	THE HOME DEPOT #2723	\$1,360.80	WILLIAM PRIESE
2019/11/18	THE HOME DEPOT #2723	\$19.85	WILLIAM PRIESE
2019/11/18	BIG CHEESE RODENT FACTORY	\$249.00	CATHERINE ADAMS
2019/11/18	TOP HAT CRICKET FARM INC	\$39.75	CATHERINE ADAMS
2019/11/18	SOLDANS FEEDS & PET S	\$42.87	CATHERINE ADAMS
2019/11/18	AMZN MKTP US*ET8063ZF3	\$132.30	CATHERINE ADAMS
2019/11/19	PAYPAL *EBAY A1MAINGROUP	\$29.90	BENJAMIN MAKULSKI
2019/11/19	EGLD DW TRAIN AND CERT	\$95.00	DEREK PERRY
2019/11/20	SQ *HUMPHREY ENTERP	\$225.00	LAWRENCE BOBB
2019/11/20	THE HOME DEPOT #2723	\$33.38	ROBERT STACY
2019/11/20	MICHIGAN ELECTRIC SUPPLY	\$12.95	ROBERT STACY
2019/11/20	CATHEY COMPANY	\$27.59	ROBERT STACY
2019/11/20	DOMINO'S 1206	\$29.22	BENJAMIN MAKULSKI
2019/11/20	AMZN MKTP US*YW8S09533 AM	\$61.97	KRISTI SCHAEING
2019/11/20	MICHIGAN MUNICIPAL LEAGUE	\$140.00	DEREK PERRY
2019/11/20	THE HOME DEPOT #2723	\$12.97	KEITH HEWITT
2019/11/20	REPTILES LOUNGE	\$171.16	CATHERINE ADAMS
2019/11/20	NORTHWOODS FALCONRY	\$101.15	CATHERINE ADAMS
2019/11/21	THE HOME DEPOT #2723	\$140.74	LAWRENCE BOBB
2019/11/21	TREETOPS LODGING	\$136.89	DEREK PERRY
2019/11/21	AMZN MKTP US*4COLR6FZ3 AM	\$29.97	CATHERINE ADAMS
2019/11/22	CDW GOVT #VV11396	\$133.36	TROY KAMINGA
2019/11/22	SQ *HUMPHREY ENTERP	\$225.00	MATT FOREMAN
2019/11/22	PETSMART # 0724	\$39.98	CATHERINE ADAMS

2019/11/25	THE HOME DEPOT #2723	\$47.34	LAWRENCE BOBB
2019/11/25	THE HOME DEPOT #2723	\$59.89	LAWRENCE BOBB
2019/11/25	THE HOME DEPOT 2723	\$82.38	ROBERT STACY
2019/11/25	THE HOME DEPOT #2723	\$119.91	TYLER KENNEL
2019/11/25	AMZN MKTP US*SE1ZX7DR3 AM	\$15.90	KRISTI SCHAEING
2019/11/25	AMAZON.COM*ZH5BI39I3	\$209.88	KRISTI SCHAEING
2019/11/25	4IMPRINT	\$462.58	KRISTI SCHAEING
2019/11/25	BUDDIES GRILL HOLT	\$12.71	FRANK L WALSH
2019/11/25	OFFICEMAX/OFFICEDEPT#3379	\$17.80	YOUNES ISHRAIDI
2019/11/25	MEIJER # 052	\$63.95	DARLA JACKSON
2019/11/25	HOLIDAY INN EXPRESS	\$512.48	ANDREW MCCREADY
2019/11/25	FERGUSON WTRWRKS #3386	\$424.50	DAN PALACIOS
2019/11/25	AMAZON.COM*JG41A7ZU3 AMZN	\$12.33	MICHELLE PRINZ
2019/11/25	TREETOPS LODGING	\$171.45	MICHELLE PRINZ
2019/11/25	MICHIGAN MUNICIPAL LEAGUE	\$285.00	MICHELLE PRINZ
2019/11/25	AMAZON.COM*MJ99J1853	\$14.96	MICHELLE PRINZ
2019/11/25	ADOBE ACROPRO SUBS	\$15.89	DENISE GREEN
2019/11/25	THE HOME DEPOT #2723	\$51.88	WILLIAM PRIESE
2019/11/25	WAL-MART #2866	\$17.65	CATHERINE ADAMS
2019/11/25	SOLDANS FEEDS & PET S	\$10.74	CATHERINE ADAMS
2019/11/25	MEIJER # 025	\$13.59	CATHERINE ADAMS

Total	\$8,953.44
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ACH Transactions

Date	Payee	Amount	Purpose
11/14/19	Blue Care Network	4,998.50	Employee Health Insurance
11/15/19	Consumers	54,038.29	Utilities
11/18/19	Invoice Cloud	125.46	Utility Transaction Fees
11/18/19	Elan	23,043.07	Credit card payment
11/20/19	Blue Care Network	33,914.97	Employee Health Insurance
11/22/19	Nationwide	6,128.23	Payroll Deductions 11/22/19 Payroll
11/22/19	ICMA	31,225.43	Payroll Deductions 11/22/19 Payroll
11/22/19	IRS	142,951.50	Payroll Taxes 11/22/19 Payroll
11/22/19	Various Financial Institutions	359,179.35	Direct Deposit 11/22/19 Payroll
11/22/19	Vantagecare	5,307.16	Employee Health Insurance
11/22/19	MERS	253326.31	Employee Retirement
11/22/19	State of MI	33,356.13	MI Bus Tax
Total ACH Payments		<u>\$ 947,594.40</u>	



12.A

To: Township Board

From: Mark Kieselbach, Director of Community Planning & Development

Date: November 26, 2019

Re: Trash Receptacle Ordinance – Final Adoption

The amendment as adopted by the Township Board would require a trash or recycling receptacle if stored in a side yard to be placed back a minimum of 50 percent of the depth of the structure. Enforcing the site yard setback will be very difficult. Without property owner's permission staff could not go on the property to verify if the receptacle met the 50 percent setback. Other than the setback the receptacles could be placed anywhere in a side yard. If the intent was the receptacle would be adjacent to the house (principal structure) the amendment does not state it. The amendment uses the term structure which could also mean an accessory structure such as a shed or detached garage. The amendment also doesn't take into consideration the practical difficulty when there is a narrow side yard or a drop off in grade. With approximately 11,000 one and two family parcels, enforcing the amendment could result in a significant number of violation notices being issued.

Attached are photographs taken by staff illustrating the issues with the proposed amendment.

Attachment

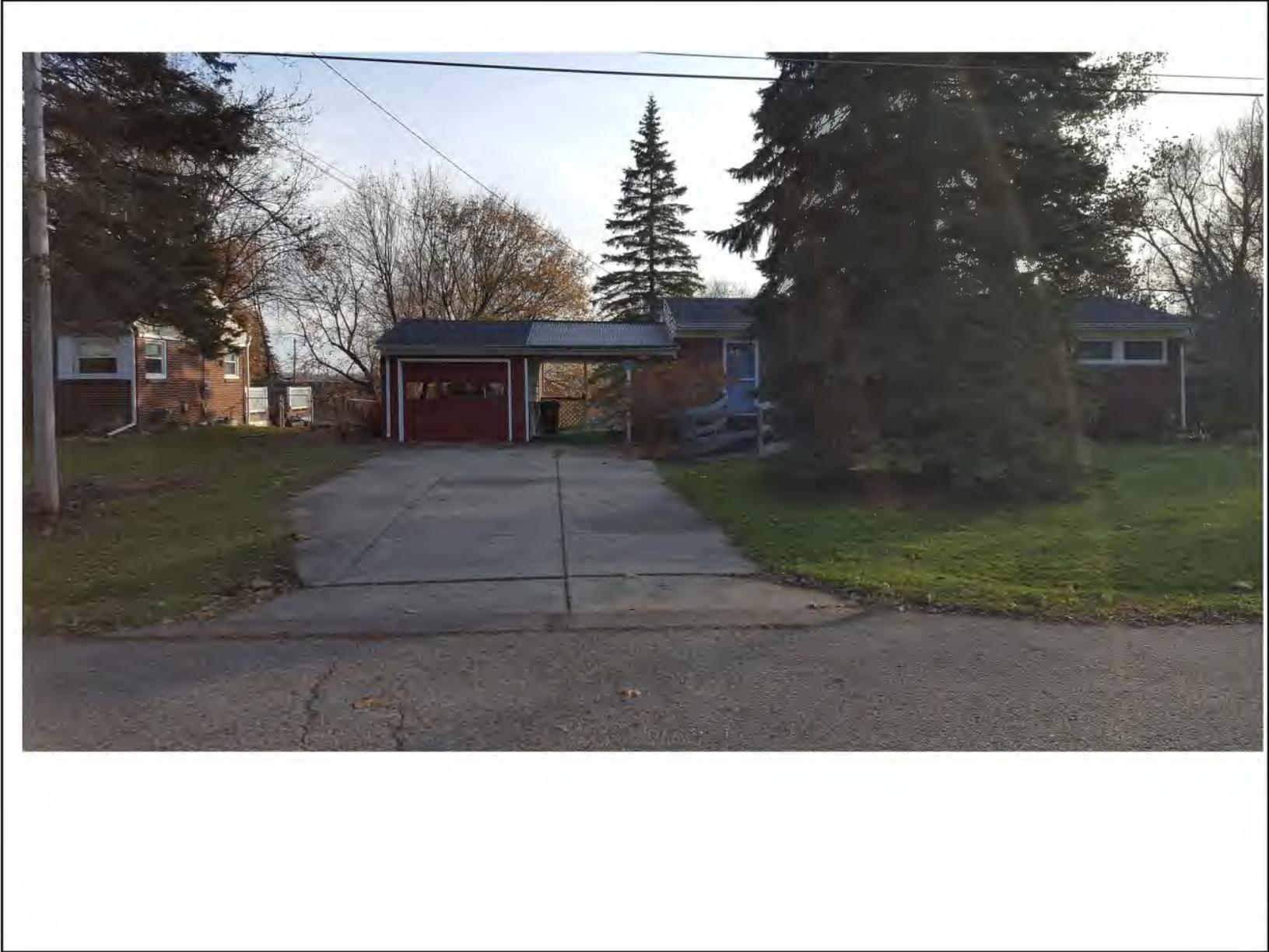
1. Photographs.

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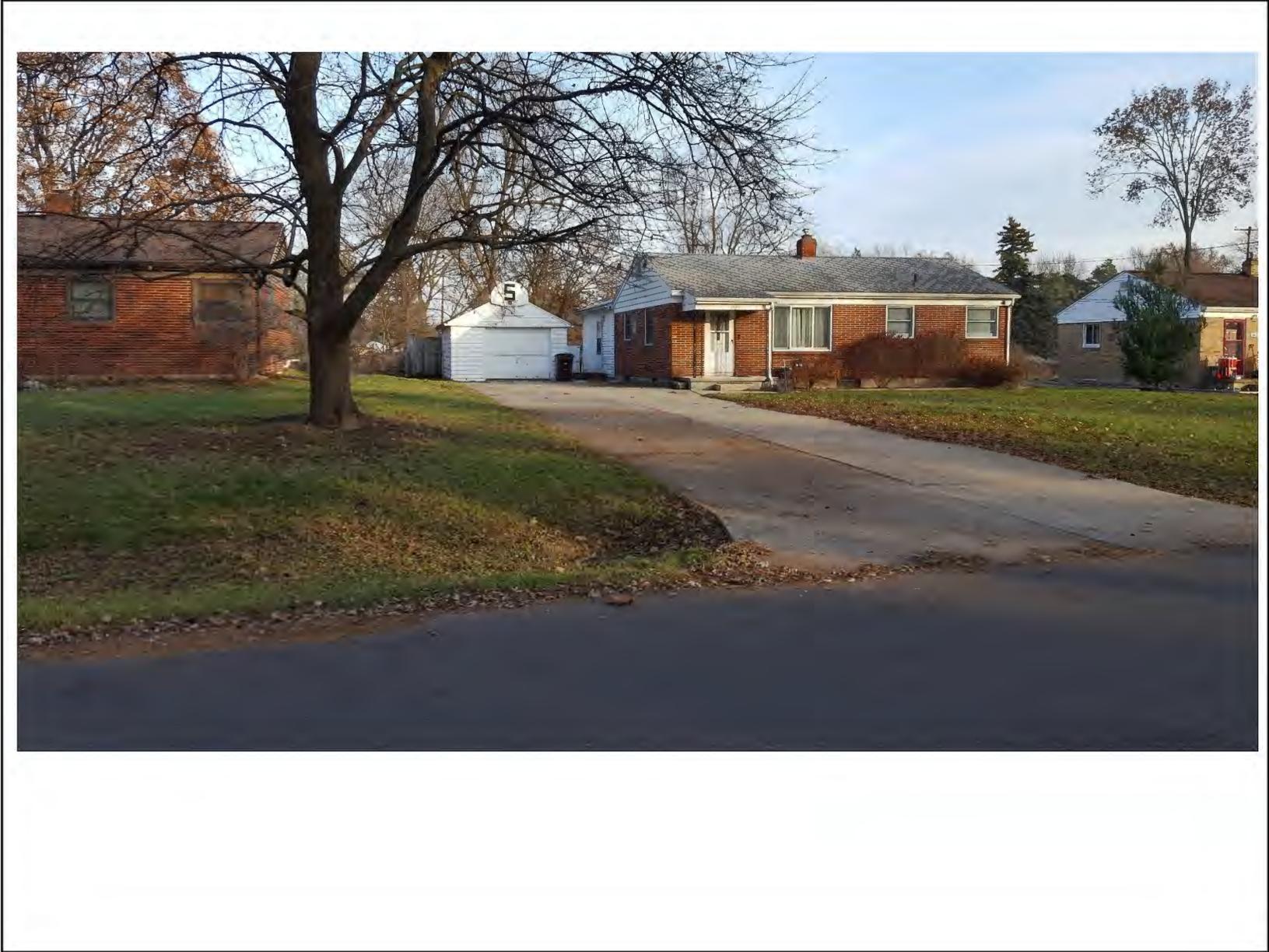




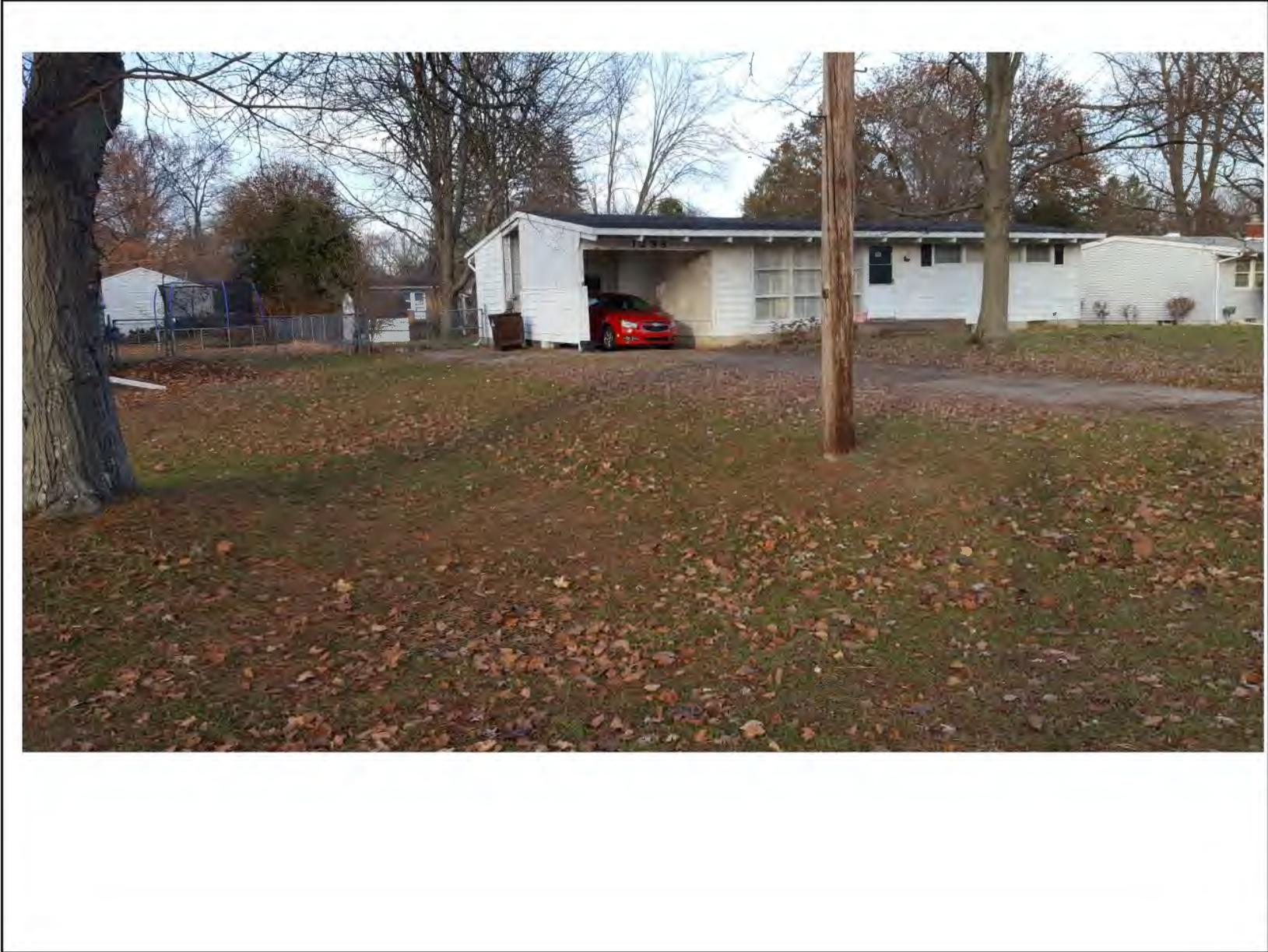




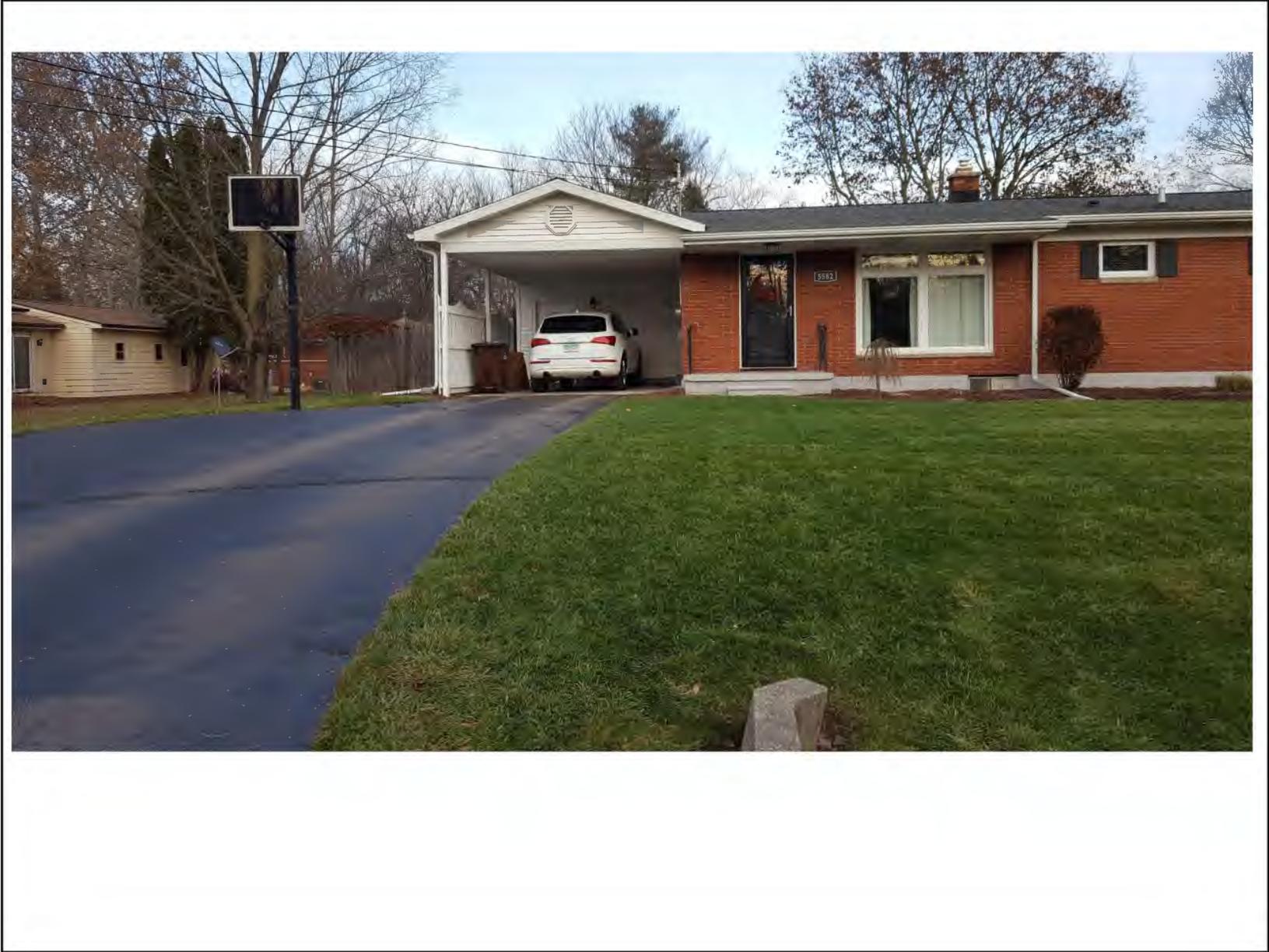








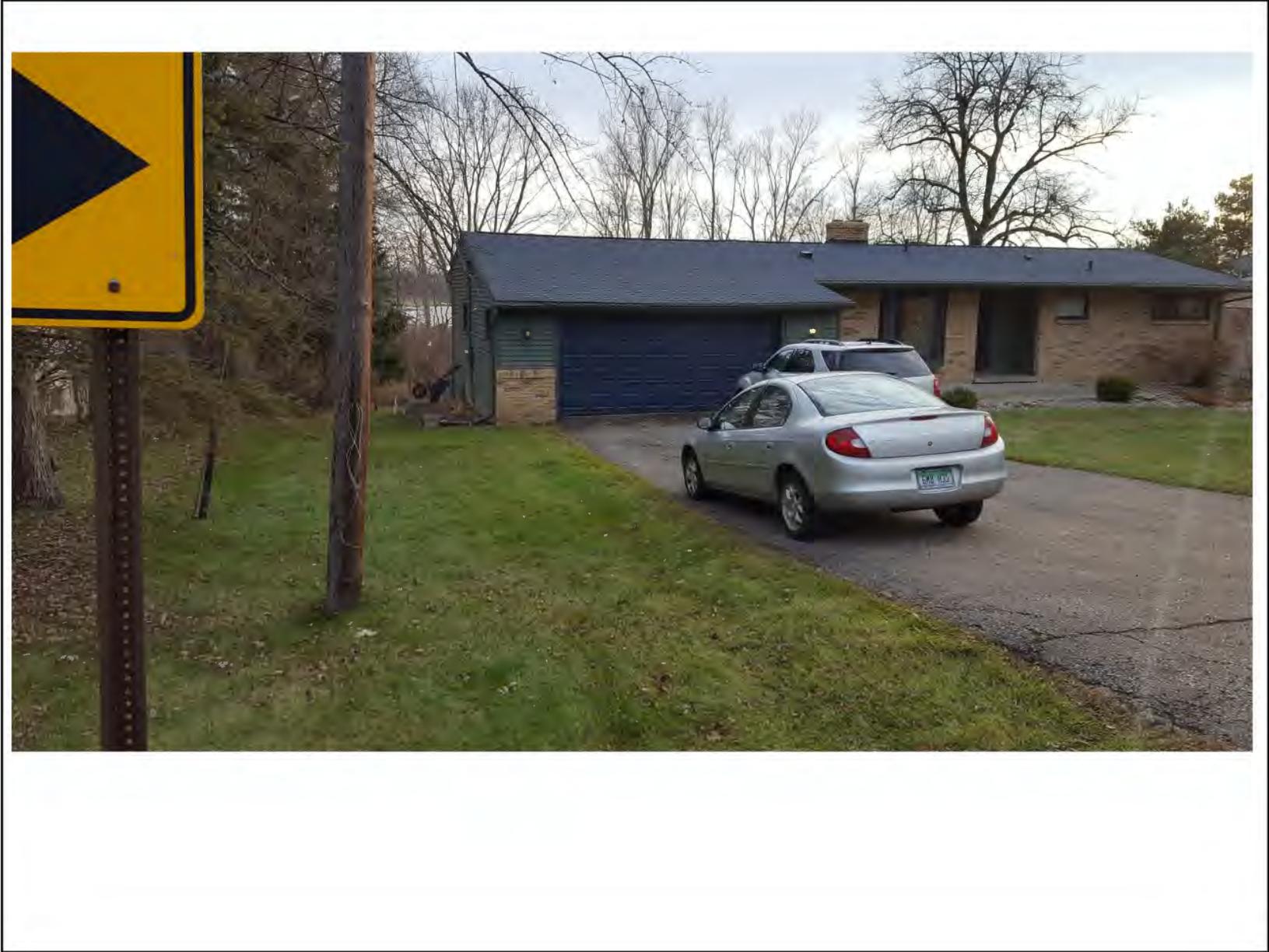














12.B

To: Township Board

From: Mark Kieselbach, Director of Community Development and Planning
Mackenzie Dean, Assistant Planner

Date: November 26, 2019

Re: Ordinance Prohibiting Dog Sales at Pet Stores – Final Adoption

The Township Board approved the ordinance to prohibit dog sales at pet stores for introduction at its last meeting on November 19, 2019. A resolution to approve the proposed amendment for final adoption is attached. The following motion is provided for the Board's consideration:

- **Move to approve for final adoption the resolution amending Chapter 10, Animals to prohibit the sale of dogs at pet stores.**

Attachment

1. Resolution to approve for final adoption.

G:\Community Planning & Development\Planning\ORDINANCES\Dogs at pet stores (2019)\Ordinance Prohibiting Dog Sales at Pet Stores.tb5.doc

RESOLUTION TO APPROVE

**Amendment to Chapter 10
Animals
(Township Board)
FINAL ADOPTION**

RESOLUTION

At the 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 3rd day of December, 2019, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, The Township Board discussed a proposed ordinance prohibiting animal sales at pet stores at its meetings on October 1, October 15, and November 5, 2019; and

WHEREAS, after due consideration the Township Board has proposed an ordinance to prohibit the sale of dogs at pet stores; and

WHEREAS, according to the Humane Society of the United States, a significant number of puppies sold at retail pet store come from large-scale commercial breeding facilities where the health and welfare of the animals are not adequately provided for; and

WHEREAS, according to the Humane Society of the United States, across the country, thousands of independent pet stores as well as large chains operate profitably with a business model focused on the sale of pet services and supplies and not on the sale of dogs. Many of these pet stores collaborate with local animal shelters and rescue organizations to offer space and support for showcasing adoptable homeless pets on their premises; and

WHEREAS, numerous alternatives exist for people to find pets, including the adoption of animals from public and private animal rescue organizations or purchase from reputable and conscientious breeders; and

WHEREAS, prohibiting the retail sales of dogs is likely to decrease the demand for puppies bred in puppy mills, and is likely to increase the demand for animals from animal shelters and rescue organizations; and

WHEREAS, the Township Board believes that prohibiting the retail sale of dogs in the Township will promote community awareness of animal welfare and, in turn will foster a more humane environment for animals; and

WHEREAS, the Township Board believes the humans treatment of dogs is an important public purpose; and

WHEREAS, the Township Board introduced the proposed ordinance for publication and subsequent adoption at its meeting on November 19, 2019.

Resolution to Approve (Final Adoption)

Township Board (December 3, 2019)

Page 2

NOW THEREFORE BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby **FINALLY ADOPTS** Ordinance No. 2019-19, entitled "Ordinance Amending the Code of the Charter Township of Meridian, Ingham County, Michigan, Chapter 10, Animals, by adding Article I, In General, Article II, Abandonment of Animals, and Article III, Animal Sales at Pet Stores.

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 finally adopted at least once prior to the next regular meeting of the Township Board.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 3rd day of December, 2019.

Brett Dreyfus, Clerk
Charter Township of Meridian

Ordinance No. 2019-19

ORDINANCE AMENDING THE CODE OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, BY ADDING TO CHAPTER 10, ANIMALS.

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Amendment to Chapter 10, Animals. Chapter 10 entitled Animals of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to add Article I entitled In General, Article II entitled Abandonment of Animals, and Article III entitled Animal Sales at Pet Stores to read as follows:

**Chapter 10
ANIMALS**

**ARTICLE I
In General**

Section 10-1 through Section 10-10. (Reserved)

**ARTICLE II
Abandonment of Animals**

Section 10-11. Abandonment of animals.

No person shall abandon or leave any living domestic animal, tamed wild animal, or household pet in any place within the Township, except in the charge or custody of another person who agrees to provide the animal with proper food, drink, shelter, and protection from the weather. Any violation of this section is a misdemeanor punishable as provided by this Code.

Section 10-12 through Section 10-20. (Reserved)

**ARTICLE III
Animal Sales at Pet Stores**

Section 10-21. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ANIMAL CARE FACILITY — Means an animal control center or animal shelter, maintained by or under contract with any state, county, or municipality, whose mission and practice is, in whole, or significant part, the rescue and placement of animals in permanent homes or rescue organizations.

ANIMAL RESCUE ORGANIZATION — Means any not-for-profit organization which has tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code, whose mission and practice is, in whole or in significant part, the rescue and placement of animals in permanent homes. This term does not include an entity that is a breeder or broker or one that obtains animals from a breeder or broker for profit or compensation.

BREEDER — Means a person that maintains a dog for the purpose of breeding and selling their offspring.

BROKER — Means a person that transfers a dog from a breeder for resale by another person.

DOG — Means a member of the species of domestic dog, *Canis familiaris*.

OFFER FOR SALE — Means to sell, offer for sale or adoption, advertise for the sale of, barter, auction, give away or otherwise dispose of a dog.

PET STORE — Means a retail establishment where dogs are sold, exchanged, or bartered or offered for sale as pet animals to the general public at retail. Such definition shall not include an animal care facility or animal rescue organization, as defined.

Section 10-22. Restrictions on the sale of dogs.

No pet store shall sell, deliver, offer for sale, barter, auction, give away, or otherwise transfer or dispose of dogs. Nothing in this section shall prohibit pet stores from collaborating with animal care facilities or animal rescue organizations to offer space for such entities to showcase adoptable dogs provided the pet store shall not have any ownership interest in the animals offered for adoption and shall not receive a fee for providing space for the adoption of any of these animals.

Section 10-23. Penalty.

A person that violates any provision of this article is responsible for a municipal civil infraction, subject to payment of a civil fine of \$500, plus costs, including all direct and indirect expenses incurred by the Township in connection with the municipal civil infraction as provided in Section 1-8 of the Township Code of Ordinances. As to violations of this article that are continuous with respect to time, each day that the violation continues is a separate offense. Abatements shall not be considered as payment or part of a violation's penalty. In addition to all other remedies, including the penalties provided in this article, the Township may commence and prosecute actions in the county circuit court or any other court having jurisdiction to restrain or prevent any noncompliance with or violation of any of the provisions of this article or to correct, remedy, or abate such noncompliance or violation.

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 replaced 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 become effective immediately upon its publication.

Ronald J. Styka, Township Supervisor

Brett Dreyfus, Township Clerk



To: Board Members
From: Frank L. Walsh, Township Manager
Date: November 27, 2019
Re: Modified Winter Work Schedule

On Tuesday evening, I'm going to request that the Township Board amend our non-salaried/non-emergency personnel winter work schedule. The recommendation is based on several factors. Perhaps the most important outcome regarding this request is augmenting our recruitment efforts. If approved, our non-emergency team members will work a 7.5 hour schedule for 54 days.

Over the past six years, we've listened to our team members request some type of modification to their work schedule during winter months. The basis for the request was nighttime travel on wintry roads, child care issues and most importantly those who live some distance (up to an hour) from Marsh Road. Not to mention, this brief benefit could dramatically increase our retention of current team members and the recruitment process as well.

If the Board approves of the recommendation, effective December 9 through February 28, the township will operate under an 8:00 AM-4:30 PM schedule. Hence, all non-salaried, non-emergency team members will finish their work schedule at 4:30. There will be some cases, at certain times, when the needs of the office require staffing until 5:00 PM. For instance, operations the two weeks leading up to tax collection deadline in February. At no time, will we shut down at 4:30 PM. Salaried staff would be responsible for operations between 4:30 PM-5:00 PM.

If the Board concurs on December 3, the change will take effect on Monday, December 9.

We hope this change makes for a safer commute for our valued team.

Motion for Township Board's Consideration:

MOVE TO AMEND NON-SALARIED/NON-EMERGENCY PERSONNEL WORK HOURS FROM DECEMBER 9, 2019-FEBRUARY 28, 2020 FROM 40 HOURS to 37.5 HOURS.



To: Township Board

From: Peter Menser, Principal Planner

Date: November 26, 2019

Re: Rezoning #19060 (Okemos Land Investment, LLC)

The Township Board discussed Rezoning #19060 at its last meeting on November 19, 2019. Since the meeting, in response to a request from members of the Board, the applicant has amended the list of submitted conditions to add language limiting the office development to 20,000 square feet. The conditions now read as follows, with the added language in bold letters:

1. 93 acres of RAA zoning is to be a PUD. Three acres are to be zoned PO.
2. Maximum of 150 single family detached homes.
3. No vehicular connection to Champion Woods or Woods of Heron Creek for perpetuity. An emergency only access will connect Silverleaf to Sophiea Parkway in Champion Woods. This will be a 20' asphalt pathway with bollards to prevent normal vehicular traffic.
4. A 75' minimum distance between homes in Champion Woods and homes in Silverleaf.
5. The northern approximately 20 acres to be dedicated as open space to Meridian Township.
6. A 3-acre site will be zoned P.O. **The office space will not exceed 20,000 sq. ft.** No apartments will be built in the P.O. zoned site. This will be on Bennett Road at the southeast corner of the property abutting the Schultz Veterinary Clinic.
7. The storm drainage will be designed to avoid impact on Champion Woods and Woods of Heron Creek. Mayberry Homes will cooperate with the resolution of the existing drainage issues with Champion Woods and Woods of Heron Creek.

At the last meeting, the Township Board requested information on the College Fields development located to the south and west of the properties proposed for rezoning. College Fields is located in an area covered by a 425 agreement with the City of Lansing. The 425 agreement established the zoning and density of the development, which limited total density to no more than one unit per acre. College Fields was approved in 2000 as a Planned Residential Development using the City of Lansing zoning ordinance.

Overall, the College Fields project area is comprised of 288 residential units on 288 acres, which includes the land used for the 18-hole golf course. 231 of the homes in the development are clustered together surrounding the golf course. The remaining 57 lots are located on the north side of Bennett Road. 246 acres of the development is zoned by the City of Lansing as A-Residential (Single Family), which requires minimum 6,000 square foot lots with 60 feet of lot frontage. Minimum six foot side yard setbacks are required under A-Residential zoning. The remaining 42 acres of the project are zoned E-1 (Apartment Shop), which allows for both attached and detached residential units. There are no minimums for lot area or lot frontage in the E-1 zoned portion of the project.

Rezoning #19060 (Okemos Land Investment, LLC)
Township Board (December 3, 2019)
Page 2

Township Board Options

The Township Board may approve or deny the proposed rezoning from RR (Rural Residential), RAA (Single Family-Low Density), and RAAA (Single Family-Low Density) to RAA (Single Family-Low Density) and PO (Professional and Office) with conditions. If the Board amends the proposal the request may be referred back to the Planning Commission for a recommendation. A resolution will be provided at a future meeting.

Attachment

1. Revised list of proposed rezoning conditions dated November 25, 2019.

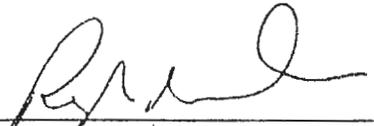
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RECEIVED

NOV 25 2019

Conditions for Rezoning
Silverleaf (Bennett Road)

1. 93 acres of RAA zoning is to be a PUD. Three acres are to be zoned P.O.
2. Maximum of 150 single family detached homes.
3. No vehicular connection to Champion Woods or Woods of Heron Creek for perpetuity. An emergency only access will connect Silverleaf to Sophiea Parkway in Champion Woods. This will be a 20' asphalt pathway with bollards to prevent normal vehicular traffic
4. A 75' minimum distance between homes in Champion Woods and homes in Silverleaf.
5. The northern approximately 20 acres to be dedicated as open space to Meridian Township.
6. A 3-acre site will be zoned P.O. The office space will not exceed 20,000 sq. ft. No apartments will be built in the P.O. zoned site. This will be on Bennett Road the south east corner of the property abutting the Schultz Veterinary Clinic.
7. The storm drainage will be designed to avoid impact on Champion Woods and Woods of Heron Creek. Mayberry Homes will cooperate with the resolution of the existing drainage issues with Champion Woods and Woods of Heron Creek.



Robert K. Schroeder
President
Mayberry Homes, LLC



13.B

To: Township Board

From: Peter Menser, Principal Planner

Date: November 26, 2019

Re: Rezoning #19080 (Minerva Realty Capital, LLC)

The Township Board discussed Rezoning #19080 at its last meeting on November 19, 2019. At the meeting the Board agreed to have the proposed rezoning back on its December 3, 2019 meeting agenda for further discussion.

Township Board Options

The Township Board may approve or deny the proposed rezoning from RR (Rural Residential) to PO (Professional and Office) with conditions. If the Board amends the proposal, the request may be referred back to the Planning Commission for a recommendation. A resolution will be provided at a future meeting.

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To: Board Members
From: Michael Hamel, Fire Chief
Date: November 20, 2019
Re: Emergency Management Plan Update

Each year the Fire Chief is responsible to update the Township Support Emergency Operation Plan. The current plan contains important information that supports responding to and recovering from emergencies and/or disasters inside the Township.

Support plans, required by Michigan State Police Emergency Management and Homeland Security Division (EMSHD) Pub. 204 specifies required organization structure and content. This content references annual maintenance and implementation of the support plan.

Analyzing the current Meridian Township Support Emergency Operations Plan, I have found that we are missing some critical documentation that Pub. 204 recommends. These items include annexes, checklists, Continuity of Operations Plan (COOP), and a resolution appointing the Ingham County Emergency Management Coordinator as the Emergency Management Coordinator responsible for the municipality.

Below I have listed recommended changes and updates.

- Reformat the document to Pub. 204 specification
- Add the following Annexes:
 - Direction, Control, and Coordination
 - Damage Assessment
 - Communication and Warning
- Change Emergency Action Guidelines to Checklist and update them.
 - Direction and Control
 - Fire Service
 - Law Enforcement
 - Warning and Communications
 - Public Information
 - Damage Assessment
 - Public Works
 - Emergency Medical
 - Human Services
 - Finance
 - After Action Report
- Develop a Continuity of Operations Plan (COOP)

In addition to development and maintenance of a Support Emergency Operations Plan, MSP/EMSHD recommends that the municipality adopt a local Emergency Management Resolution. The Emergency Management Resolution will appoint the County Emergency Management

Memo to Township Board
November 20, 2019
Re: Emergency Management Plan Update
Page 2

Coordinator as the Emergency Management Coordinator responsible for the municipality, describe the local emergency management organization and its relationship to the County Emergency Management Program, and provide a means for the local legislative body to exercise the authority vested in them by the Emergency Management Act 390 of 1976.

Over the next year, this plan will be updated to fulfill the requirements of Pub. 204. The next steps will be to develop and adopt a resolution, reformat the document, meet with management and departments, set up a training plan, and exercise the document.

Time Line:

January:

- ✓ Submit Resolution for adopting Ingham County Emergency Management

January/February:

- ✓ Meeting with department heads on checklist (rolls and responsibilities)
- ✓ Meet with Community Planning and Development to Develop Damage Assessment Annex
- ✓ Complete Direction, Control, and Coordination Annex
- ✓ Complete Communication and Warning Annex

February:

- ✓ Train First Responders how to do Damage Assessment Windshield Surveys

February/March:

- ✓ Submit updated Support Emergency Operations Plan

February/March/April, May:

- ✓ Incident Command Training
- ✓ Supports rolls and responsibilities during an activation of plan

March/April:

- ✓ Key Officials Conference

July/August/September:

- ✓ Complete an exercise to evaluate plan

October:

- ✓ After Action Report on exercise
- ✓ Update plan based on findings of exercise

This timeline above is subject to change based on documentation received, scheduling meetings, and training.

I look forward to presenting a finalized comprehensive Support Emergency Operations Plan as listed in the timeline above.

I also will be submitting a COOP plan over the next few months that will include:

- A Basic Plan
- Functional Annexes
- Support Plans