

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - **APPROVED** -
5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room
TUESDAY, DECEMBER 9, 2014 **6:00 P.M.**

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka, Veenstra, Wilson
ABSENT: None
STAFF: Township Manager Frank Walsh, Director of Community Planning & Development Mark Kieselbach, Director of Public Works and Engineering Ray Severy, Police Chief David Hall, Fire Chief Fred Cowper, Director of Finance Gretchen Gomolka, Human Resources Director Joyce Marx, Assessor David Lee, Human Services Specialist Darla Jackson

1. CALL MEETING TO ORDER
Supervisor LeGoff called the meeting to order at 6:00 P.M.
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
Supervisor LeGoff led the Pledge of Allegiance.
3. ROLL CALL
The secretary called the roll of the Board.
4. SPECIAL PRESENTATION (None)
5. PUBLIC REMARKS
Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, offered a graph on the geographical representation of the Township relative to Planning Commission appointments. He inquired if the Emergency Action Plan would be enacted this evening.

Supervisor LeGoff closed Public Remarks.

6. TOWNSHIP MANAGER REPORT
Manager Walsh deferred his comments until the end of the Board meeting.
7. BOARD COMMENTS & REPORTS
Treasurer Brixie reported on the Ingham County Services Committee discussion relative to the oak tree on Cornell Road and the Township's tree planting request for the right of way. She stated the committee will be recommending approval of the variance request to preserve the oak tree on Cornell Road at its January 20th meeting, with a possible recommendation for denial of tree planting in the right of way for primary collector roads in the Township.

Clerk Dreyfus commented on the letter to the Board from Liaison for Inter-Neighborhood Cooperation (LINC) regarding a suggestion to create mini-dog parks throughout the Township park system instead of one large dog park in Legg Park.
8. APPROVAL OF AGENDA
Treasurer Brixie moved to approve the agenda amended as follows:
 - **Remove Agenda Item 12F: Shared Services 2014 Assistance to Firefighters Grant for HazMat.**

Seconded by Trustee Styka.

VOICE VOTE: Motion carried unanimously.

9. CONSENT AGENDA

Supervisor LeGoff reviewed the consent agenda.

Treasurer Brixie moved to adopt the Consent Agenda. Seconded by Trustee Scales.

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

A. Communications

Treasurer Brixie 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 Trustee Scales.

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

B. Bills

Treasurer Brixie moved that the Township Board approve the Manager's Bills as follows:

Common Cash	\$ 102,223.93
Public Works	\$ 6,463.42
Total Checks	\$ 108,687.35
Credit Card Transactions	\$ 1,711.30
Total Purchases	<u>\$ 10,398.65</u>
ACH Payments	<u>\$ 755,429.37</u>

Seconded by Trustee Scales.

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

(Bill list in Official Minute Book)

C. Resolution to Participate - CGAP (Competitive Grant Assistance Program) Grant for a Regional Recycling Service Analysis

Treasurer Brixie moved to adopt the attached resolution authorizing Meridian Township's participation in the Capital Area Shared Recycling Services Analysis and committing up to \$1,000 as match for the grant. Seconded by Trustee Scales.

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

D. Disposal of Surplus Vehicles

Treasurer Brixie moved to approve the sale of the following surplus Township vehicles at public auction, internet auction, or by sealed bid:

2002 Chevrolet Ventura Van	1GNDU03E22D235998
2010 Ford Crown Victoria	2FABP7BV7AX145020

Seconded by Trustee Scales.

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

E. Revision of Poverty Exemption Application and Guidelines

Treasurer Brixie moved [and read into the record] NOW, THEREFORE, BE IT RESOLVED that the Board of Review shall follow the above stated policies in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policies and these reasons are communicated in writing to the claimant. Seconded by Trustee Scales.

Board and staff discussion:

- Asset levels on the poverty exemption should be increased since they have not been adjusted for inflation since 2007
- Asset level tests are not indexed to anything at the state level
- Income levels proposed to the Board are approximately 35% higher than the federal poverty income guidelines
- Board member preference to see the levels higher in order for more residents to qualify, but believes it better to leave them where they are in order to not run into problems with the state

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

10. QUESTIONS FOR THE ATTORNEY (None)

11. HEARINGS (None)

12. ACTION ITEMS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, placed a graph on the overhead projector which depicted distribution of different ethnic groups within the Township relative to Goal 6 of the Township Board's Goals and Objectives: Meridian Township shall promote and enhance diversity across the Township. He showed a variety of arrest statistics within the Township. Mr. Bowlby suggested the addition of two (2) more goals: 1) Identify and implement measures to encourage ethnic minorities to take up residence in the Township, and 2) Begin an ongoing conversation about the causes for, and develop policies to decrease, the disparity in arrests that he believed was occurring between blacks and non-blacks in the Township.

Supervisor LeGoff closed Public Remarks.

A. Central Fire Station Final Budget and Drawings

Trustee Scales moved to approve construction of a new Fire Station No. 91 in accordance with the revised plans as prepared by DLZ in cooperation with Wieland-Davco, at a cost not to exceed the available budget. Seconded by Treasurer Brixie.

Board and staff discussion:

- Public has had numerous opportunities to weigh in on the plans
- Appreciation for staff, the committee's and citizenry participation in the process
- Most recent set of plans are 90% complete
- Station has been downsized to a footprint of 9,900 square feet plus a 800 square foot mezzanine
- Budget includes the generator and contingency costs
- Smaller building would have allowed for the opportunity of a landmark "green" building
- Appreciation for the separation of male and female firefighter quarters

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

B. Zoning Amendment #13040 (Planning Commission), Amendment to Add Adult Care Facilities –
Final Adoption

Trustee Wilson moved [and read into the record NOW THEREFORE BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby FINALLY ADOPTS Ordinance No. 2014-07, entitled “Ordinance Amending the Code of the Charter Township of Meridian, Ingham County, Michigan, Chapter 86, Article I by amending Section 86-2 Definitions; Chapter 86, Article IV, Division 2 Residential Districts by amending Section 86-368 RR district; Chapter 86, Article IV, Division 3 Commercial, Retail, and Business Districts C-1, C-2 and C-3 by amending Section 86-403 C-1 commercial district, and Section 86-404 C-2 commercial district; Chapter 86, Article VI Special Use Requirements and Restrictions by amending Section 86-654 Nonresidential structures and uses in residential districts; and Chapter 86, Article VIII, Division 2 Off-Street Parking by amending Section 86-755 Schedule of requirements for parking spaces.”

BE IT FURTHER RESOLVED 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.

Seconded by Treasurer Brixie.

Board discussion:

- This ordinance will serve a growing need in the Township
- Good addition to the ordinance where the Township allows residents to make an income from doing some type of home business

Trustee Veenstra offered the following amendment:

- **Amend the definition of family adult care home and group adult care home by deleting the word “owner” and inserting “operator”. Seconded by Trustee Styka.**

Board discussion:

- Language regarding an owner occupied dwelling will prohibit renters from having an adult care facility where they live
- These types of facilities are not currently licensed by the state, while child care centers are regulated by the state
- Planning Commission did not change owner to operator when it discussed the zoning amendment
- Planning Commission believed the owner would have a vested interest in the property and would be more responsive to neighbors if it was owner operated
- Operator would be paid to run the facility and complaints could result in termination by the owner
- Protection can be provided to the home owner in the lease agreement with the renter as to the building’s use
- Possibility of appraising owners during the annual registration process of the potential business opportunities allowed to a renter in a residential area
- Concern with views of the various neighborhood organizations regarding this non-residential use in a residential district
- Owner occupation provision would protect both the individuals who live there and the neighbors
- Operator occupation would require the name of the operator on the special use permit
- Concern with a company coming into the Township, renting a home, establishing this type of business and then hire individuals to stay in the home in twelve (12) hour shifts
- “Standard lease” includes the use of the building

- Time frame to get the business up and running
- Ordinance requires compliance with all property and fire codes (6:46)
- Amendment should not be added at the end of this process
- Public can weigh in on a change in definition and the Board can amend the ordinance in the future

VOICE VOTE: Motion fails 3-4. (Trustees Scales, Styka, Wilson, Treasurer Brixie)

ROLL CALL VOTE YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
ON THE MAIN Treasurer Brixie, Clerk Dreyfus
MOTION: NAYS: None
Motion carried unanimously.

C. Preliminary Plat #06012 Whitehills Lakes South, Request for an Extension

Treasurer Brixie moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby grants the extension of Final Preliminary Plat #06012, Whitehills Lakes South, for a period of two years, from December 19, 2014 to December 19, 2016, with the following condition:

1. **All previous conditions placed on the final preliminary plat approval shall remain in effect.**

Seconded by Trustee Scales.

Board and applicant's representative discussion:

- Applicant has spent the last year dealing with drainage issues
- Michigan Department of Transportation (MDOT) has determined the existing catch basin, located on the corner of M-78 and Lake Lansing Road is under its jurisdiction
- Applicant can move forward with a construction plan which discharges to the existing catch basin pending MDOT approval
- Applicant must pay a fee to obtain a plat extension

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

D. Fourth Quarter Budget Amendments

Trustee Veenstra moved to approve the 2014 fourth quarter budget amendments with a decrease in budgeted fund balance for the General Fund in the amount of \$199,000 which projects a use of fund balance of \$994,564. The budgeted fund balance at December 31, 2014 is projected to be \$5,849,471. Seconded by Treasurer Brixie.

Board discussion:

- Correction to formula error in the Cable TV Fund
- Community Gardens support expenditure for ongoing work performed by the Greater Lansing Food Bank in the gardens within Meridian Township
- Discussion on sustainment of the community gardens by members of the community for 2015
- Board member preference for the Township to continue supporting the community garden program as it benefits residents through exercise and nutrition
- Legislation in the lame duck session could significantly impact Meridian Township's budget
- Larger fund balance would provide matching funds for grant opportunities when they arise
- Township has nearly \$600,000 above the Board mandated \$5.2 million of general fund
- Targeted fund balance amount of \$5.2 million is above best practices put forth by the Michigan Townships Association

- 1st quarter budget amendment next year should include funding for community gardens in 2015
- Largest drop in revenue is due to delayed processing of ambulance fees

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

E. 2014 Assistance to Firefighters Grant Program

Trustee Veenstra moved to authorize the Fire Department to apply for and accept an Assistance to Firefighters Grant through the Department of Homeland Security in the amount of \$105,000 with the Township's 10% match being \$10,500 coming from the 2015 General Fund. Seconded by Trustee Scales.

Board discussion:

- Proposal is for needed equipment to be used by fire personnel

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

G. Proposed Non-Union Wage Schedule

Treasurer Brixie moved to approve the 2015 Non-Union Wage Schedule, with a 1% wage adjustment as presented. Seconded by Trustee Styka.

Board discussion:

- Community Planning and Development Director has heavy responsibility and the position has been adjusted to be more in line with the salary of other directors
- Each step of this position has been adjusted accordingly

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

H. 2015 Goals and Objectives

Treasurer Brixie moved to approve the final 2015 Goals and Objectives document as presented to the Township Board by Township Manager Walsh. Seconded by Clerk Dreyfus.

Board discussion:

- Comment relayed from the public that the document is missing an approved capital item of carpeting and chairs for the Town Hall Room
- Project is already listed in the Capital Improvement Projects, but the Board has the option to include it in the 2015 Goals and Objectives document it is desires
- Comment relayed from the public that website improvements should include a calendar function which allows enough room to house all meetings held
- Consensus to add "to the Township" at the end of Goal 8, Objective e.
- Preference to leave Goal 6 regarding diversity open ended to address the two objectives suggested by a citizen: 1) Address the disparate arrest ratio, as perceived by the citizen, between blacks and non-blacks and 2) Attract more minority residents to the Township
- Need to take a look at the numbers presented by the public for accuracy

Trustee Veenstra offered the following friendly amendment:

- **Amend Goal 7, Objective e. to read: Investigate a farmers' market relocation**

The friendly amendment was accepted by the maker and seconder.

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

Continued Board and staff discussion:

- Commitment by staff to bring the goals and objectives back to the Board every 90 days for updates
- Township Manager will use the 165 Objectives to create a work plan for each department director to use as a “blue print” for his/her department in 2015

13. BOARD DISCUSSION ITEMS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, has several edits to the Emergency Management Plan which he will pass on to the Township Manager. He addressed language on Page 7, Guidelines h) and i) which speak to a Township Emergency Manager, inquiring as to who that would be. Mr. Bowlby also suggested placing the typed name of the official in parentheses as well as the title on each signed page.

Supervisor LeGoff closed Public Remarks.

A. Update to the Township Emergency Management Plan

Chief Cowper summarized the Emergency Management Plan document as outlined in staff memorandum dated December 4, 2014.

Board discussion:

- Board member preference to add an addendum page with a list of names and titles v. adding names on each page
- Suggestion to reword the last two sentences in the first paragraph of Community Profile on Page 2
- Amend Page 5 (c) (4) to change the Sherriff’s Department to Sheriff’s Office
- Page 5 (c) (4): The emergency management liaison of Meridian Township has the authority to activate the county’s emergency operation center as well as the Township’s emergency operation center
- Board members to submit any changes to the Fire Chief for updating
- Board member preference for acronyms to be spelled out

It was the consensus of the Board to provide changes to the Fire Chief for inclusion in the draft to be acted upon at the next Board meeting.

B. Rezoning #14070 (Township Board) former Central Fire Station, 2150 Clinton Street, from RB (Single Family-High Density) to C-2 (Commercial)

Director Kieselbach summarized the proposed rezoning as outlined in staff memorandum dated December 3, 2014.

Board and staff discussion:

- Opposition to the Planning Commission recommendation to condition approval on a mixed use planned unit development (MUPUD)
- Other uses could transform the entire block without the MUPUD “restriction”
- This area has already been identified as a target area for transformation
- Possibility of creating an overlay district in the Downtown Development Authority (DDA) and use some type of form based codes
- DDA has already established a committee to look at an overlay district for this area, including the idea of using form based codes

14. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood, Haslett, indicated a *USA Today* article cited the Federal Bureau of Investigation (FBI) as the source for statistics he reported earlier regarding arrest rates. He commented on LINC's innovative idea of mini-dog parks throughout the Township v. one (1) dog park in Legg Park. He believed several mini-dog parks will reduce dog-to-dog conflicts.

15. FINAL BOARD MEMBER COMMENT

Clerk Dreyfus addressed the need to revert the November 13, 2014 Special Meeting minutes back to the verbiage as originally drafted, reversing the December 2, 2014 Board action to amend the minutes.

Treasurer Brixie moved to revert the minutes from the November 13, 2014 Special Goal Setting meeting to their original form with regard to the vote on the amendment to delete the dog park. Seconded by Trustee Veenstra.

VOICE VOTE: Motion carried unanimously.

Trustee Scales reported \$2,000 was donated to the Parkwood YMCA from the Asian Buffet's December 1st through December 4th fundraising efforts. He indicated the Parkwood YMCA needs less than \$55,000 to meet its \$525,000 remodeling project goal.

Trustee Wilson reported her attendance at the most recent Meridian Leadership Group meeting held last Friday morning. She also attended the LEAP Board of Directors Meeting on December 2nd and provided a written report to fellow Board members. Trustee Wilson stated she is looking forward to continuing the Township's work with Michigan State University (MSU) on the issue of diversity.

Trustee Veenstra requested the concept of mini-dog parks "scattered" throughout the Township be explored.

16. ADJOURNMENT

Supervisor LeGoff adjourned the meeting at 8:03 P.M.

ELIZABETH LEGOFF
TOWNSHIP SUPERVISOR

BRETT DREYFUS
TOWNSHIP CLERK

Sandra K. Otto, Secretary