AGENDA

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
May 2, 2023 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
   A. Ingham County Prosecuting Attorney-John Dewane

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) April 25, 2023 Regular Township Board Meeting
      (2) April 27, 2023 Special Township Board Meeting with Schools and Local Governments
   C. Bills
   D. Fireworks Display Permit-Celebrate Meridian
   E. Ratification of New Police Officer Appointments

10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
    A. Ordinance 2023-04-Rezone 5677 Cade Street-PO to RB-Final Adoption

13. BOARD DISCUSSION ITEMS
    A. Federal Policies & Procedures Manual Update
    B. Ingham County Parks & Trails Millage-Multi-Jurisdictional River Clearing Grant
    C. Central Park Pavilion Renovation Update
    D. Township Building Renovation Update
    E. Police Building Renovation Update
    F. DEI Equity Plan Update
    G. METRO ACT-Protecting Meridian
    H. Brightline Project Update

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

9.A

CONSENT AGENDA
BOARD
COMMUNICATIONS
May 2, 2023

FOR IMMEDIATE RELEASE
April 23, 2023

CONTACT: Rick Grillo, Captain
517.853.4800 | grillo@*meridian.mi.us*

Meridian Township Police Investigate Shots Fired at Knob Hill Apartments

Shots were fired into an unoccupied vehicle in the parking lot

MERIDIAN TOWNSHIP, MI —The Meridian Township Police Department responded to a report of shots fired at the Knob Hill Apartment Complex on Saturday, April 22, 2023 at approximately 5:45 pm. A caller reported two subjects had fired two rounds into the side of his vehicle. The vehicle was unoccupied at the time of the shooting. The suspects fled the scene prior to officers arriving on scene. Through the investigation, it appears the suspects and the victim are acquainted with one another and the incident does not appear to be random. No one was injured during this incident and no arrests have been made at this time.

The suspects are described as follows:

Suspect #1: Dark skinned black male approximately 6'0" tall with a thin build. The suspect was last seen wearing a grey hoodie, grey sweatpants, and a black face covering. The victim believed the suspect to be in his late teens.

Suspect #2: Dark skinned black male approximately 5'7" tall with a thin build. The suspect was last seen wearing a light colored hoodie and a face covering. The victim believes the suspect to be in his late teens.

This investigation is ongoing. Anyone who has information regarding this incident are encouraged to contact Investigator Becky Payne at 517-853-4800, by email at payne@meridian.mi.us, or submit an anonymous tip through the Department's social media sites.

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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.

A PRIME COMMUNITY
meridian.mi.us

FOR IMMEDIATE RELEASE
April 24, 2023

CONTACT: Amber Clark, Neighborhoods & Economic Development Director
517.853.4568 | clark@meridian.mi.us

Meridian Township Announces 3rd Annual Freedom Fest Honoring Juneteenth
Multi-event Celebration to Engage and Educate the Community

Meridian Township, MI – A multi-event celebration has been planned to honor Juneteenth in Meridian Township. Community members are encouraged to participate in one or all of the events to help bring awareness to the historical day.

June 19, 1865 marked the moment when the last of America's enslaved population learned of their freedom two and a half years after they were legally emancipated. Juneteenth honors the end to slavery in the United States and is considered the longest-running African American holiday.

In 2021, Township officials held a Meridian Business Freedom Fest for an inaugural Juneteenth Community Celebration. This year, the activities have been expanded to continue engaging and educating the Meridian Township community. Events were planned by the Juneteenth for Meridian Committee, a volunteer group of community members that desire to host Juneteenth and other cultural events throughout Meridian Township.

The 2023 Juneteenth Freedom Fest Celebration will include the following:

Free Movie Screening – "The Wiz"
- Friday, June 9 at 9:00 pm
- Meridian Historical Village (5151 Marsh Rd., Okemos)

Attend a free movie screening of "The Wiz". This 1978 film is a reimagining of L. Frank Baum's classic 1900 children's novel, The Wonderful Wizard of Oz. Community members are encouraged to dress as a favorite character from the movie and possibly win a prize.

Free Movie Screening – "Queen of Katwe"
- Friday, June 16 at 9:00 pm
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This week's free movie screening features the 2016 film, "Queen of Katwe". This biographical drama centers on Katwe, a young girl from Uganda who is granted the chance of a lifetime by learning how to play chess. Participants are encouraged to bring chess sets and play a few rounds prior to the start of the movie.

Blues & Jazz Festival
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Enjoy a day of live music, dancing, food & beverages, yard games, small business vendors and more.

<MORE>

FOR IMMEDIATE RELEASE
April 24, 2023

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517.853.4568 | clark@meridian.mi.us

A Spiritual Historical Review

- Sunday, June 18 at 1:00 pm
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Hear from Pastor Marvin Williams of Trinity Church of Lansing, a Haslett resident teaching the community at large how spirituality led to the construction of modern Black excellence. Pastor Williams may also give an overview of how spirituality has been used as a mechanism to divide the community. In support of the traditional "Sunday Service" and recognizing the diverse faiths of the community, the intent of this historical review is to demonstrate how tradition can work to the advantage of a community to support its advancement. Attendees are invited to wear their "Sunday Best" clothes, with gloves, shoes and hats that give a nod to Black culture with respect to religion and how you should present yourself in a reverent space. Food and drinks will be served as "Sunday Dinner" after the hour presentation. Dinner will be served at the Marketplace on the Green pavilion (1995 Central Park Drive).

For sponsorship opportunities, contact the Township's Neighborhoods & Economic Development Director Amber Clark at clark@meridian.mi.us or 517.853.4568.

Township offices will also be closed on Monday, June 19 in recognition of the Juneteenth Federal and State holiday. For additional information, visit the Township website at www.meridian.mi.us/Juneteenth.

###

STATE OF MICHIGAN
OFFICE OF THE INGHAM COUNTY DRAIN COMMISSIONER
NOTICE OF DRAINAGE BOARD MEETING

PROCTOR DRAIN

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Chapter 20 of 1956, PA 40, as amended, that a meeting of the Drainage Board for the Proctor Drain (a Chapter 20 Drain) will be held at the following date and time:

Wednesday, May 3, 2023, at 5:30 p.m.

Ingham County Human Services Building - Conference Room A
5303 South Cedar Steet, Lansing, MI 48911

The purpose of the meeting is to: 1) review and discuss Report by Spicer Group showing presence of human E. coli in Proctor Drain; 2) consider declaration of emergency condition; 3) if the Proctor Drain Maintenance and Repair project is authorized, consider granting authority to the Drain Commissioner to administer the contract for the Proctor Drain Maintenance and Repair project; 4) if the Proctor Drain Maintenance and Repair project is authorized, consider granting authority to the Drain Commissioner to borrow for the Proctor Drain Maintenance and Repair project; 5) if the Proctor Drain Maintenance and Repair project is authorized, consider the establishment of tentative percentage of cost for the Proctor Drain Maintenance and Repair project to be borne by each public corporation; 6) if the Proctor Drain Maintenance and Repair project is authorized, set a time, date, and place to hear objections to the tentative apportionments; 7) consider granting authority to the Drain Commissioner to borrow for routine maintenance and operation of the Proctor Drain; 8) discuss and take action on any other business that may come before the Board.

For purposes of providing input or asking questions on any business that will come before the public body at the meeting, you may contact Paul Pratt, Ingham County Deputy Drain Commissioner via email (ppratt@ingham.org). Persons with disabilities needing accommodations for effective participation in meeting should contact the Michigan Relay Center at 711 (TTY) at least 24 hours in advance of the meeting to request visual, hearing or other assistance. Minutes of the meeting will be on file at the office of the Ingham County Drain Commissioner.

Proctor Drain Drainage Board

April 24, 2023

By:

Patrick E. Lindemann, Chairperson
Ingham County Drain Commissioner

INGHAM COUNTY ROAD DEPARTMENT

AUSTIN E. CAVANAUGH ADMINISTRATION BUILDING
301 Bush Street, P.O. Box 38, Mason, MI 48854

POLICY

Effective Date: 4/13/23

Authored by: Director of Engineering

Revision Date: N/A

ROAD CUT MORATORIUM

Utilities provide essential services that improve the quality of life for Ingham County residents as well as support businesses and residential development. Utility infrastructure needs to serve new customers as well as be maintained in a state of good repair. Road cuts are sometimes necessary to continue to provide these essential services across Ingham County. Although they are sometimes necessary, roads cuts that occur shortly after a road is paved or are poorly restored can cause a rough ride and require more frequent repair, leading to increased future maintenance costs and reduced pavement life expectancy. This burden is ultimately borne by the Road Department and the motoring public.

Therefore, it shall be the policy of the Road Department to require that road cuts on primary roads in Ingham County adhere to a moratorium based upon the date of construction, reconstruction, rehabilitation, or preservation activity except in cases of an emergency. An emergency is defined as an event that constitutes a potential danger to life, public safety, or health and/or involves the unplanned interruption of electric, natural gas, sewer, or water service.

All road cuts shall conform to the requirements of the Road Department's *Supplementary Permit Specifications for Utility Installations* document, except as noted below.

Constructed or Reconstructed Roads – Road cuts shall be prohibited on any constructed or reconstructed road for a period of 5 years after construction. Reconstruction includes but is not limited to full-depth reclamation and in-place recycling. If a road cut is necessary for an emergency, the pavement shall be saw cut parallel and perpendicular to the centerline of the road in full lane width increments. All saw cut joints shall be sealed by infrared heating. The longitudinal limits of the road cut will be determined at the sole discretion of the Road Department.

Rehabilitated or Preserved Roads- Road cuts shall be prohibited on any rehabilitated roads or roads receiving a pavement preservation treatment for a period of 3 years after the rehabilitation or preservation activity is completed. Rehabilitation includes but is not limited to overlays and mill and overlay. Preservation activities include but are not limited to chip seal, fog seal, micro surfacing, slurry seal, and diamond grinding. The road cut moratorium shall not apply to roads that have received crack sealing as a stand-alone preservation activity.

Any request for a waiver of the Road Cut Moratorium must be made in writing to the Director of Engineering at the Road Department. The decision to approve or deny the waiver request will be at the sole discretion of the Road Department.

EAST LANSING – MERIDIAN WATER AND SEWER AUTHORITY
2470 BURCHAM DRIVE – EAST LANSING, MICHIGAN 48823
PHONE: (517) 337-7535 FAX: (517) 337-7240

Agenda

East Lansing-Meridian Water and Sewer Authority

April 20, 2023

11:00 A.M.

BOARD OF TRUSTEES

DAN OPSOMMER
Chair

RON LACASSE
Vice-Chair

CHUCK PETERSON
Secretary

BRADLEY BROGREN
Trustee

JAMES CLELAND
Trustee

JAMES ECKLUND
Trustee

JUSTIN GUIGAR
Treasurer

JOEL MARTINEZ
Operator/Manager

1. Roll call.
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   A. Motion to approve.
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   A. Motion to Award.
8. Long Term Planning update.
9. Manager's Report.
   A. Expenditure list (Motion to acknowledge).
10. Other Business.
11. Adjournment.

From: Deborah Guthrie
To: Charles Kotz
Subject: Re: Ann Arbor promoting No Mow May to help save bees, other pollinators
Date: Friday, April 21, 2023 10:11:47 AM

Charles,

This email will be in the upcoming board packet. Thank you, Deborah

Sent from my iphone

Deborah Guthrie
Meridian Township Clerk
guthrie@meridian.mi.us
517.863.4324

> On Apr 20, 2023, at 10:50 PM, Charles Kotz

> Dear Board-
>
> Meridian Township has large areas of township owned fields that are being mowed to the detriment of pollinator insect species. Sport fields excluded, there are still many acres of township owned land that should be examined to determine if this land really requires early Spring mowing. Ann Arbor, and other Michigan towns are adopting "no mow May" strategies to help pollinators. Let's join them!
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> Sent from my iPhone

From: Dan Opsommer
To: Jamie Yeomans
Cc: Board; Frank Walsh
Subject: RE: Sewer back up Reimbursement
Date: Monday, April 24, 2023 5:55:29 PM

Hi Ms. Yeomans,

Thank you again for contacting us and for your patience as we worked through the insurance claim process. We were able to confirm that the cause of the sewer backup was due to tree roots in the sewer main, not in your lateral. The Township will reimburse you for your costs. You should receive a payment in the mail in the next 3-4 weeks.

Please let me know if you have any questions.

Have a wonderful evening,

Dan Opsommer
Deputy Township Manager
Director of Public Works & Engineering
opsommer@meridian.mi.us
Work: 517.853.4440 | Fax: 517.853.4099
5151 Marsh Road | Okemos, MI 48864

From: Dan Opsommer <opsommer@meridian.mi.us>
Sent: Monday, April 24, 2023 4:29 PM
To: Jamie Yeomans
Cc: Board <Board@meridian.mi.us>; Frank Walsh <walsh@meridian.mi.us>
Subject: RE: Sewer back up Reimbursement

Hi Ms. Yeomans,

Thank you for your email. As you know, we filed the claim with our insurance company and they denied the claim today. This is our standard first step. I'm going through our records and will follow up with you tomorrow once I have completed my review of this claim.

Please let me know if you have any questions.

Thanks,

Dan Opsommer
Deputy Township Manager
Director of Public Works & Engineering
opsommer@meridian.mi.us
Work: 517.853.4440 | Fax: 517.853.4099
5151 Marsh Road | Okemos, MI 48864

From: Jamie Yeomans
Sent: Monday, April 24, 2023 2:25 PM
To: Dan Opsommer <opsommer@meridian.mi.us>; Board <Board@meridian.mi.us>
Subject: Fwd: Sewer back up Reimbursement

Mr. Opsommer and Meridian Township Board

For the past 13 months my husband and I have been trying to contact Meridian Township on numerous occasions by phone, email and in-person to resolve a sewer backup issue. We were contacted today by the Township's Insurance adjuster and informed that the Township is not liable and we will not be receiving any reimbursement for our costs. This entire experience has been handled very unprofessionally by the Meridian Township staff. Based upon comments from the plumber and the Meridian Township Truck Operators on March 9, 2022, this blockage was 100% Township infrastructure problems and we should not be held responsible for the $841.50 plumbing costs we incurred as a result of the sewage backup in our home.

We would like the Township to acknowledge their part in this issue and act in good faith by reimbursing us for these unnecessary expenses or credit this amount on our water or tax bill. We would be happy to speak further with any Board Members regarding this claim.

Sincerely,
Jamie Yeomans and Dr. Rob Stephenson

Begin forwarded message:

From: Jamie Yeomans
Subject: Fwd: Sewer back up Reimbursement
Date: January 29, 2023 at 2:06:15 PM EST
To: opsommer@meridian.mi.us

Hello Mr. Opsommer,
My wife recently spoke to you in December about a sewer backup in our home in March of 2022. We attempted to get reimbursement/credit from the township as a result, but was never contacted back by Mr. Perry. Below is the original email that we sent, which I've included per your request.
Thank you,
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From: Jamie Yeomans
Subject: RE: Sewer back up Reimbursement
Date: March 20, 2022 at 2:18:33 PM EDT
To: dpw@meridian.mi.us

Good afternoon Mr. Perry,
We recently experienced a Meridian Township sewer backup that entered our home at 4125 Wabaningo Road, Okemos, MI on Wednesday, March 9, 2022. We hired Hedlund Plumbing to address the issue and after some time they found that the backup was not related to our home, but a blockage in the street sewer. We informed Meridian Township Utilities who came to our street for three consecutive days to address the issue. Because our house was closest to the city blockage, the infiltration only affected our house. Your team told me that if it had not been caught when we did, much of the neighborhood would have had sewage in their basements within several hours.

We, of course were billed by Hedlund Plumbing. However, because this was not an issue in my home sewer line, we feel that we should be credited by the Township for our expenses. In addition to the plumbing costs, we had the added time and personal expense to clean up after the sewage backup. The total cost for the plumbing service and clean up expenses was $900, which I would like credited to our account.

Please let me know what additional information you need and who else should be informed to rectify the situation.

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April 24, 2023

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Hear from Pastor Marvin Williams of Trinity Church of Lansing, a Haslett resident teaching the community at large how spirituality led to the construction of modern Black excellence. Pastor Williams may also give an overview of how spirituality has been used as a mechanism to divide the community. In support of the traditional "Sunday Service" and recognizing the diverse faiths of the community, the intent of this historical review is to demonstrate how tradition can work to the advantage of a community to support its advancement. Attendees are invited to wear their "Sunday Best" clothes, with gloves, shoes and hats that give a nod to Black culture with respect to religion and how you should present yourself in a reverent space. Food and drinks will be served as "Sunday Dinner" after the hour presentation. Dinner will be served at the Marketplace on the Green pavilion (1995 Central Park Drive).

For sponsorship opportunities, contact the Township's Neighborhoods & Economic Development Director Amber Clark at clark@meridian.mi.us or 517.853.4568.

Township offices will also be closed on Monday, June 19 in recognition of the Juneteenth Federal and State holiday. For additional information, visit the Township website at www.meridian.mi.us/Juneteenth.

###

STATE OF MICHIGAN
OFFICE OF THE INGHAM COUNTY DRAIN COMMISSIONER
NOTICE OF DRAINAGE BOARD MEETING

PROCTOR DRAIN

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Chapter 20 of 1956, PA 40, as amended, that a meeting of the Drainage Board for the Proctor Drain (a Chapter 20 Drain) will be held at the following date and time:

Wednesday, May 3, 2023, at 5:30 p.m.

Ingham County Human Services Building - Conference Room A
5303 South Cedar Steet, Lansing, MI 48911

The purpose of the meeting is to: 1) review and discuss Report by Spicer Group showing presence of human E. coli in Proctor Drain; 2) consider declaration of emergency condition; 3) if the Proctor Drain Maintenance and Repair project is authorized, consider granting authority to the Drain Commissioner to administer the contract for the Proctor Drain Maintenance and Repair project; 4) if the Proctor Drain Maintenance and Repair project is authorized, consider granting authority to the Drain Commissioner to borrow for the Proctor Drain Maintenance and Repair project; 5) if the Proctor Drain Maintenance and Repair project is authorized, consider the establishment of tentative percentage of cost for the Proctor Drain Maintenance and Repair project to be borne by each public corporation; 6) if the Proctor Drain Maintenance and Repair project is authorized, set a time, date, and place to hear objections to the tentative apportionments; 7) consider granting authority to the Drain Commissioner to borrow for routine maintenance and operation of the Proctor Drain; 8) discuss and take action on any other business that may come before the Board.

For purposes of providing input or asking questions on any business that will come before the public body at the meeting, you may contact Paul Pratt, Ingham County Deputy Drain Commissioner via email (ppratt@ingham.org). Persons with disabilities needing accommodations for effective participation in meeting should contact the Michigan Relay Center at 711 (TTY) at least 24 hours in advance of the meeting to request visual, hearing or other assistance. Minutes of the meeting will be on file at the office of the Ingham County Drain Commissioner.

Proctor Drain Drainage Board

April 24, 2023

By:

Patrick E. Lindemann, Chairperson
Ingham County Drain Commissioner

INGHAM COUNTY ROAD DEPARTMENT

AUSTIN E. CAVANAUGH ADMINISTRATION BUILDING
301 Bush Street, P.O. Box 38, Mason, MI 48854

POLICY

Effective Date: 4/13/23

Authored by: Director of Engineering

Revision Date: N/A

ROAD CUT MORATORIUM

Utilities provide essential services that improve the quality of life for Ingham County residents as well as support businesses and residential development. Utility infrastructure needs to serve new customers as well as be maintained in a state of good repair. Road cuts are sometimes necessary to continue to provide these essential services across Ingham County. Although they are sometimes necessary, roads cuts that occur shortly after a road is paved or are poorly restored can cause a rough ride and require more frequent repair, leading to increased future maintenance costs and reduced pavement life expectancy. This burden is ultimately borne by the Road Department and the motoring public.

Therefore, it shall be the policy of the Road Department to require that road cuts on primary roads in Ingham County adhere to a moratorium based upon the date of construction, reconstruction, rehabilitation, or preservation activity except in cases of an emergency. An emergency is defined as an event that constitutes a potential danger to life, public safety, or health and/or involves the unplanned interruption of electric, natural gas, sewer, or water service.

All road cuts shall conform to the requirements of the Road Department's *Supplementary Permit Specifications for Utility Installations* document, except as noted below.

Constructed or Reconstructed Roads – Road cuts shall be prohibited on any constructed or reconstructed road for a period of 5 years after construction. Reconstruction includes but is not limited to full-depth reclamation and in-place recycling. If a road cut is necessary for an emergency, the pavement shall be saw cut parallel and perpendicular to the centerline of the road in full lane width increments. All saw cut joints shall be sealed by infrared heating. The longitudinal limits of the road cut will be determined at the sole discretion of the Road Department.

Rehabilitated or Preserved Roads- Road cuts shall be prohibited on any rehabilitated roads or roads receiving a pavement preservation treatment for a period of 3 years after the rehabilitation or preservation activity is completed. Rehabilitation includes but is not limited to overlays and mill and overlay. Preservation activities include but are not limited to chip seal, fog seal, micro surfacing, slurry seal, and diamond grinding. The road cut moratorium shall not apply to roads that have received crack sealing as a stand-alone preservation activity.

Any request for a waiver of the Road Cut Moratorium must be made in writing to the Director of Engineering at the Road Department. The decision to approve or deny the waiver request will be at the sole discretion of the Road Department.

2023 Charter Township of Meridian Public Meeting Changes

Due to Renovations in the Meridian Township Municipal Building the following public meetings will now take place in the following locations

Park Commission 4:30 pm
June 13 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
July 11 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
August 8 - Central Fire Station-Community Room 5000 Okemos Road, Okemos

Land Preservation Advisory Board 6:00 pm
May 31 – Central Park Pavilion, 5151 Marsh Road
June 14 – Central Park Pavilion, 5151 Marsh Road
July 12 – Central Park Pavilion, 5151 Marsh Road
August 9 – Central Park Pavilion, 5151 Marsh Road
September 13 – Central Fire Station, 5000 Okemos Road

Downtown Development Authority 7:30 am
May 1 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
June 5 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
July 10 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
Aug 7 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
Sept 11 - Central Fire Station-Community Room 5000 Okemos Road, Okemos

Brownfield Redevelopment Authority 8:00 am
May 11 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
June 8 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
July 13 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
Aug 10 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
Sept 14 - Central Fire Station-Community Room 5000 Okemos Road, Okemos

Economic Development Corporation Meeting 7:30 am
May 4 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
June 1 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
July 6 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
Aug 3 - Central Fire Station-Community Room 5000 Okemos Road, Okemos
Sept 7 - Central Fire Station-Community Room 5000 Okemos Road, Okemos

Hello Board-

I think this photo sums it up- The Township has been “sold”.
Powell Road, just the latest domino to fall, to sprawl that is not within walking or biking distance to anything…no school to walk to….yet you keep on.
The new “Master Plan”, is an opportunity to stop this, while there is something left worth preserving. I have no doubt this cancer will continue to spread, with this Boards blessings.

Sincerely,

Charles Kotz

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Sept 7 - Central Fire Station-Community Room 5000 Okemos Road, Okemos

From: Charles Kotz
To: Board
Subject: 50 cases left to middle in Meridian
Date: Friday, April 28, 2023 12:56:38 PM

Hello Board-

I think this photo sums it up- The Township has been "sold".
Powell Road, just the latest downturn to fall, to sprawl that is not within walking or biking distance to anything…no school to walk to…, yet you keep on.
The new "Master Plan", is an opportunity to stop this, while there is something left worth preserving. I have no doubt this cancer will continue to spread, with this Boards blessings.

Sincerely,

Charles Kotz

Sent from my iPhone

9.B

CONSENT AGENDA
PROPOSED BOARD MINUTES
May 2nd, 2023

CHARTER TOWNSHIP OF MERIDIAN
SPECIAL MEETING TOWNSHIP BOARD 2023 **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
THURSDAY, April 27, 2023 **6:00 pm**

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

ABSENT: None

STAFF: Township Manager Walsh, Director of Public Works and Deputy Township Manager Opsommer, Parks and Recreation Director Maisner, Deputy Clerk Lemaster

OTHERS PRESENT: Brad Funkhouser - CEO of CATA
Andrew Brieschke - Deputy CEO of CATA
Randy Talifarro - Interim City Manager of the City of East Lansing
Dori Leyko - Super Intendant of East Lansing Public Schools
Steve Cook - Super Intendant of Haslett Public School
John Hood - Super Intendant of Okemos Public
Andrew Phelps - Vice President of Okemos Public School Board
Karen Hildebrant - Super Intendant of Bath Charter Township
Brenda Butler Challender - Clerk of Bath Township
Robin Cleveland - Clerk of Williamstown Township
John Hanifan - City Manager of the City of Williamston
Molly Polverento - President of Haslett School Board
Andy Schor - Mayor of the City of Lansing
Monica Schaffer - Ingham County Commission

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

   Supervisor Jackson led the Pledge of Allegiance.

3. ROLLCALL

   Deputy Clerk Lemaster called the roll of the Board. All board members are present.

4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

   Supervisor Jackson opened public comment at 6:02 PM.

   NONE

Supervisor Jackson closed public comment at 6:02 PM.

5. APPROVAL OF THE AGENDA

Treasurer Deschaine moved to approve the agenda as presented. Seconded by Trustee Hendrickson.

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

NAYS: None

Motion carried: 7-0

6. INTRODUCTION OF LOCAL GOVERNMENTS AND SCHOOL DISTRICTS PRESENT

Supervisor Jackson introduced herself and gave a brief summary of the purpose of this meeting.

Each board member introduced themselves.

Brad Funkhouser CEO of CATA
Andrew Brieschke Deputy CEO of CATA
Randy Talifarro Interim City Manager of the City of East Lansing
Dori Leyko Super Intendant of East Lansing Public Schools
Steve Cook Super Intendant of Haslett Public School
John Hood Super Intendant of Okemos Public
Andrew Phelps Vice President of Okemos Public School Board
Karen Hildebrant Super Intendant of Bath Charter Township
Brenda Butler-Challender Clerk of Bath Township
Robin Cleveland Clerk of Williamstown Township
John Hanifan City Manager of the City of Williamston
Molly Polverento President of Haslett School Board

7. REPORTS OF JOINT ACTIVITIES

Supervisor Jackson outlined the current joint activities. Topcs of discussion went as follows:

- Shared Police service with Meridian Township and Williamstown township
- Shared Water and sewer with Meridian Township and East Lansing
- Police presence with Haslett Public Schools
- Planned Development Permits with Meridian Township and Okemos Public Schools
- A joint effort to clean of the logjams in the Red Cedar River
- Joint Parks and Recreation interests between Meridian Township, Williamston, and Williamstown Township
- CATA updates and Expansions
- Meridian Township Health and Safety Expo on May 10th
- Joint efforts of Police and EMS/Medics during the recent MSU active shooter situation
- Potential joint tactile training

- Meridian Township police providing "stop the bleed" kits to Haslett Public Schools and providing training on how to use them

8. DISCUSSIONS OF ISSUES OF JOINT INTEREST

Many topics of Joint Interest were discussed, including but not limited to:

- Connecting trails and pathways across jurisdictions
- Cooperation in senior programs
- Cooperation in expanding Diversity, Equity, and Inclusion Programs
- Sharing ideas in Economic Development
- Cooperation in election programs
- Cooperation in event planning
- Cooperation in public transit including same day service, accessible service, service to take people to work
- A Chief Elected Official group to facilitate regional projects

9. PROPOSED JOINT PROJECTS-NONE

10. COMMENTS FROM THE PUBLIC

Supervisor Jackson opened public remarks at 8:47 pm.

NONE

Supervisor Jackson closed public remarks at 8:47 pm.

11. OTHER MATTERS AND BOARD MEMBER COMMENTS

Mayor Schor thanked supervisor Jackson for organizing this meeting.

12. ADJOURNMENT

Treasurer Deschaine moved to adjourn. Seconded by Trustee Wisinski.

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

NAYS: None

Motion carried: 7-0

The meeting was adjourned at 7:21 pm.

9.C

To: Board Members

From: Amanda Garber, Finance Director

Date: May 2, 2023

Re: Board Bills

Charter Township of Meridian
Board Meeting
5/2/2023

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

COMMON CASH		$	480,623.46
PUBLIC WORKS		$	315,795.74
TRUST & AGENCY		$	-
	TOTAL CHECKS:	$	796,419.20
CREDIT CARD TRANSACTIONS			
04/19/2023 - 04/26/2023		$	12,166.54
	TOTAL PURCHASES:	$	808,585.74
ACH PAYMENTS		$	-

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 05/02/2023 - 05/02/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. ALEX & ALLISON REPP			
	FARMERS MARKET	1.00	
2. AMERICAN RENTALS			
	02/21/23 TO 03/21/23 PORTABLE TOILET RENTAL - TRAN	87.00	
	03/21/23 TO 04/21/23 PORTABLE TOILET RENTAL - TRAN	86.00	
	TOTAL	173.00	
3. BOBCAT OF LANSING			
	BUCKET/CUT EDGE FOR 2023 BOBCAT TOOL CAT	71,826.00	
4. BRD PRINTING, INC			
	APR 2023 MUNICIPAL BLDG RENO LETTER	1,011.54	
	APR 2023 #10 REG ENVELOPE - MUNICIPAL BLDG RENO	645.54	
	APR 2023 TWP RENO PROJ PRINT, PREP, MAIL	1,279.14	
	TWP WINDOW & REGULAR ENVELOPES	613.95	
	TOTAL	3,550.17	
5. CHRISTOPHER JOHNSON			
	MILEAGE REIMB - HAZMAT TRAINING	224.01	
	2 DINNERS REIMB - HAZMAT TRAINING	48.50	
	TOTAL	272.51	
6. CLYDE ARMORY INC			
	PATROL RIFLE - OFFICER HEINEMANN	2,000.00	
	PATROL RIFLE - OFFICER MARTIN	1,874.00	
	TOTAL	3,874.00	
7. CONWAY SHIELD INC			
	FIRE GLOVES	1,360.00	
8. DMS FISH SUPPLY			
	FARMERS MARKET	50.00	
9. DOUGHNATION BAKERY			
	FARM MARKET VENDOR	43.00	
10. ELECTION SOURCE			
	TEST DECKS FOR PRECINCTS AUGUST & NOVEMBER 2020 EL	2,296.00	
11. FORESIGHT GROUP			
	FLATBED PRINTS	169.33	
12. FRANK WALSH			
	MILEAGE REIMB - MTA CONF	238.42	
13. HAMMOND FARMS			
	MULCH - PARKS AND PATHWAYS	279.00	
14. HASLETT-OKEMOS ROTARY			
	2ND QTR 2023 - DUES - M. HAMEL	145.00	
	2ND QTR 2023 DUES - F WALSH	145.00	
	TOTAL	290.00	
15. HIGHWATER FARMS			
	FARMERS MARKET	74.00	
16. INGHAM COUNTY DRAIN COMMISSIONER			
	ASSESSMENT DANIELS DRAIN	357,806.88	
17. INGHAM COUNTY REGISTER OF DEEDS			
	RECORDING OF EASEMENTS - TWP SIGNAGE W/SCHOLLE PON	60.00	
	RECORDED EASEMENT WI PROPERTIES	30.00	
	TOTAL	90.00	
18. J & M WELL DRILLING			
	PRESSURE SENSOR VALVE IN RESTROOMS N MERIDIAN RD P	360.00	
19. JACOB FARLEY			
	FARM MARKET VENDOR	115.00	
20. JEAN S. FIERKE			
	FARMERS MARKET	9.00	
21. JOHNSON, ROBERTS & ASSOCIATES INC			
	OFFICER CANDIDATE TEST - VINCENT	17.50	
	OFFICER CANDIDATE TEST - WICKS	17.50	
	TOTAL	35.00	

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 05/02/2023 - 05/02/2023
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BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
22. LANSING UNIFORM COMPANY	OFFICER UNIFORM ITEMS - STACJIRA/SLOAN/ACKER	1,349.00	
	OFFICER BOOTS - STACHURA/SLOAN	599.90	
	TOTAL	1,948.90	
23. LIVINGSTON COUNTY EMS	PARAMEDIC TUITION - 1ST & 2ND SEM - IRVING & SCHOT	1,894.50	
24. M & M MOVING OF LANSING	4/12/23 - 5/11/23 - DISPOSAL, MOVING, STORAGE MUN	1,425.00	
25. MADISON NATIONAL LIFE INS CO	MAY 2023 LIFE/DISABILITY INSURANCE	3,530.42	109314
26. MERIDIAN GARDEN CLUB	2023 PLANTING HIST VILLAGE, TOWN HALL & CP	600.00	
27. MICHIGAN ASSOC OF MUNICIPAL CLERKS	APR 27 2023 TO JAN 1 2024 MAMC MEMBERSHIP - LEMAS	90.00	
	APR 27 2023 - JAN 1 2024 - MAMC MEMBERSHIP + PIN D	96.00	
	TOTAL	186.00	
28. MICHIGAN ASSOCIATION OF MUNICIPAL	2023 MEMBERSHIP MAMC - CLERKS OFFICE	45.00	
29. MIDWEST POWER EQUIPMENT	ETHANOL FREE GASOLINE	44.58	
30. MIKE KEREKES	FARMERS MARKET	22.00	
31. PAVEMENT MAINTENANCE SYSTEMS	LOCAL ROAD AND VARIOUS ASPHALT PAVEMENT PREVENTATI	2,825.00	
32. PRINTING SYSTEMS INC	MASTER CARDS AND VOTER ID CARDS	401.85	
33. PRO-TECH SECURITY SALES	1 BALLISTIC VEST - SLOAN	1,248.00	
34. QUALITY TIRE INC	UNIT #91 - MOTOR POOL TIRES	550.90	
35. ROWE PROFESSIONAL SERVICES CO	PROF SERVICES FEB 1 2023 - FEB 28 2023 FOLLOW UP W	387.50	
36. ST MARTHA CONFERENCE OF	EMERGENCY RENT - G. BATY	500.00	109398
37. SUPREME SANITATION	APRIL 2023 TOWNER ROAD PARK - PORTABLE TOILET RENT	90.00	
	APRIL 2023 HILLBROOK PARK - PORTABLE TOILET RENTAL	90.00	
	APRIL 2023 NANCY MOORE PARK - PORTABLE TOILET RENT	90.00	
	APRIL 2023 EASTGATE PARK - PORTABLE TOILET RENTAL	74.70	
	BENNETT WOODS - PORTABLE TOILET RENTAL	74.70	
	APRIL 2023 NEWTON ST - PORTABLE TOILET RENTAL	74.70	
	APRIL 2023 KINAWA SCHOOL - PORTABLE TOILET RENTAL	74.70	
	APRIL 2023 CHIPPEWA SCHOOL - PORTABLE TOILET RENTA	118.80	
	TOTAL	687.60	
38. THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR	40.00	
39. THE HARKNESS LAW FIRM PLLC	APRIL 2023 - PROSECUTION SERVICES	6,987.34	
40. TURFTIME EQUIPMENT, LLC	AR-3072 HEAVY DUTY TURF ROLLER DOG PARKS/ATHLETIC	5,600.00	
41. ULINE	DOG BAGS FOR DOG PARKS	631.50	
42. US POSTMASTER	BUSINESS REPLY MAIL PERMIT & MAINT FEE	1,150.00	109313
43. WOOD PRODUCT SIGNS	LAND PRESERVE SIGNAGE	6,645.00	
44. YOUNG ST JOHNS CHEVROLET	MOTOR POOL - FIRE - 663 AMBULANCE	360.06	
TOTAL - ALL VENDORS		480,623.46	

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 05/02/2023 - 05/02/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: PWHRZ - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. CITY OF EAST LANSING	MAY 2023 - ELMWSA OPERATING & INTERCONNECT & DEBT	297,403.75	
2. FERGUSON WATERWORKS #3386	WATER - REPAIR PARTS FOR NON READS	1,586.35	
3. GIGUERE HOMES INC.	OVRPMT PERMIT WATER/SEWER -1269 HATCH	290.00	
4. HOWARD D MARSH	OVRPMT FINAL BILL - TOMAHAWK RD	126.50	
5. HYDROCORP	MAR 2023 INSP & REPORTING - CROSS CONNECTION PROG	2,673.00	
6. LIU, YING & RONG	OVRPMT FINAL BILL	15.15	
7. MADISON NATIONAL LIFE INS CO	MAY 2023 LIFE/DISABILITY INSURANCE	509.19	29302
8. MARK BECKER	OVRPMT FINAL BILL - LINDEN ST	55.25	
9. R.C. WORST & COMPANY, INC	50% DOWN -SEWER - OKEMOS HIGH SCHOOL LIFT STATION	11,581.00	
10. SME	PROF SERV JAN 2 2023 TO FEB 5 2023 - 5711 PARK LAK	1,429.05	
11. UKAI RESTAURANT	OVRPMT WATER BILL	126.50	
TOTAL - ALL VENDORS		315,795.74	

Credit Card Report 4/19/2023-4/29/2023

Posting Date	Merchant Name	Amount	Name
2023/04/19	HASLETT TRUE VALUE HARDW	$5.81	LAWRENCE BOBB
2023/04/19	THE HOME DEPOT #2723	$25.63	LAWRENCE BOBB
2023/04/19	THE HOME DEPOT #2723	$139.00	TYLER KENNELL
2023/04/19	THE HOME DEPOT #2723	$43.30	KYLE FOGG
2023/04/19	CORECOMM INTERNET SERVICE	$83.95	STEPHEN GEBES
2023/04/19	ETNA DISTRIBUTORS,LLC	$512.59	KEITH HEWITT
2023/04/19	THE MINING JOURNAL	$20.00	MICHELLE PRINZ
2023/04/19	GANNETT NEWSPRPR CN	$9.99	MICHELLE PRINZ
2023/04/19	COVERT SCOUTING	$32.99	ED BESONEN
2023/04/19	CITY OF LANSING, MI	$2.32	ED BESONEN
2023/04/19	RETRODUCK.COM	$270.00	DANIEL OPSOMMER
2023/04/19	SOLDAN S PET SUPPLIES	$10.74	ALLISON GOODMAN
2023/04/19	PETSMART # 0724	$39.99	ALLISON GOODMAN
2023/04/20	THE HOME DEPOT 2723	$96.78	TYLER KENNELL
2023/04/20	MI STATE POLICE PMTS	$425.00	ANDREW MCCREADY
2023/04/20	CRYSTAL MTN LODGING	$581.40	CHRISTOPHER JOHNSON
2023/04/20	THE HOME DEPOT 2723	$401.25	THOMAS BAKER
2023/04/20	ZOOM.US 888-799-9666	$449.85	STEPHEN GEBES
2023/04/20	COSTCO WHSE#1277	$257.50	LUANN MAISNER
2023/04/20	COSTCO WHSE#1277	$5.18	LUANN MAISNER
2023/04/20	BEST BUY 00004168	$39.99	KEN PLAGA
2023/04/20	DOMINO'S 1206	$126.39	CATHERINE ADAMS
2023/04/20	CITY OF LANSING, MI	$0.75	ED BESONEN
2023/04/21	FERGUSON ENT, INC 934	$104.72	LAWRENCE BOBB
2023/04/21	THE UPS STORE 811	$14.88	MICHAEL HAMEL
2023/04/21	ALRO STEEL CORP	$49.95	JACOB FLANNERY
2023/04/21	MEIJER # 253	$99.33	LUANN MAISNER
2023/04/21	MEIJER # 253	$7.18	LUANN MAISNER
2023/04/21	HASLETT TRUE VALUE HARDW	$4.49	DAN PALACIOS
2023/04/21	PATRIOTICBRANDS.COM	$355.85	CATHERINE ADAMS
2023/04/21	HOMEDEPOT.COM	$697.87	CATHERINE ADAMS
2023/04/21	GRAND TRAV RSRT FOOD/	$20.00	PHIL DESCHAINE
2023/04/21	GRAND TRAV RESORT	$560.85	PHIL DESCHAINE
2023/04/24	THE HOME DEPOT 2723	$229.00	LAWRENCE BOBB
2023/04/24	THE HOME DEPOT #2723	$17.91	LAWRENCE BOBB
2023/04/24	THE HOME DEPOT #2723	$63.01	TYLER KENNELL
2023/04/24	GRAND TRAV RESORT	($144.16)	DEBORAH GUTHRIE
2023/04/24	GRAND TRAV RESORT	$984.58	DEBORAH GUTHRIE
2023/04/24	GRAND TRAV RESORT	$584.40	DEBORAH GUTHRIE
2023/04/24	GRAND TRAV RESORT	$584.40	DEBORAH GUTHRIE
2023/04/24	GRAND TRAV RESORT	$779.20	DEBORAH GUTHRIE
2023/04/24	SIMPLISAFE	$307.89	RICHARD GRILLO
2023/04/24	WAL-MART #2866	$6.51	LUANN MAISNER
2023/04/24	AMAZON.COM*HV8S59WF1 AMZN	$319.99	MICHELLE PRINZ
2023/04/24	LANSINGSTATE JOURNAL	$11.99	MICHELLE PRINZ
2023/04/24	MARCOS PIZZA 1235	$95.21	CATHERINE ADAMS
2023/04/24	COMCAST	$164.97	BART CRANE
2023/04/24	SUPPLYHOUSE.COM	$2,730.00	DANIEL OPSOMMER
2023/04/24	MEIJER # 253	$17.08	ALLISON GOODMAN
2023/04/25	PARK PLACE HOTEL	($723.04)	ANDREW MCCREADY
2023/04/25	THE UPS STORE 811	$56.33	MIKE ELLIS
2023/04/25	ACEC OF MICHIGAN	$100.00	YOUNES ISHRAIDI

2023/04/25	AMAZON.COM*HF8BN5A31	$65.45	MICHELLE PRINZ
2023/04/25	CITY OF LANSING, MI	$0.75	ED BESONEN
2023/04/26	QUALITY DAIRY 31280027	$55.58	LAWRENCE BOBB
2023/04/26	COMPLETE BATTERY SOURCE	$21.21	ROBERT STACY
2023/04/26	BARYAMES CLEANERS INC 05	$20.50	MICHAEL HAMEL
2023/04/26	MEIJER # 025	$30.48	DEBORAH GUTHRIE
2023/04/26	LUCKY'S STEAKHOUSE - OKEM	$41.43	FRANK L WALSH
2023/04/26	BUILDASIGN.COM	$71.30	LUANN MAISNER
2023/04/26	AMAZON.COM*HF39R5D00	$28.73	MICHELLE PRINZ
2023/04/26	SMARTSIGN	$57.88	CATHERINE ADAMS
2023/04/26	BRIMAR INDUSTRIES	$81.70	DANIEL OPSOMMER
2023/04/26	SOLDAN S PET SUPPLIES	$10.74	ALLISON GOODMAN
	Total	$12,166.54	

To: **Board Members**

From: **LuAnn Maisner CPRP, Director of Parks and Recreation**

Date: **May 2, 2023**

Re: **Fireworks Display Permit – Celebrate Meridian**

The Meridian Township Parks and Recreation Department is organizing the annual Celebrate Meridian event on Saturday, June 24, 2023. The finale of the event will be fireworks at Central Park South. The fireworks display is planned to begin at approximately 10:20 p.m. (weather permitting).

According to state law, Township Board approval is required to grant permits for fireworks display and storage. Night Magic Displays has performed the Township fireworks display for the past 24 years and has a great working relationship with our Fire Department.

The following motion is prepared for Board consideration:

MOVE TO APPROVE THE FIREWORKS PERMIT FOR CELEBRATE MERIDIAN FESTIVAL ON SATURDAY, JUNE 24, 2023, BY PYROTECHNIC OPERATOR NIGHT MAGIC DISPLAYS.

Attachment:

1. Application for Fireworks

2023 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The **LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD** will not discriminate against any individual or group because of race, sex, religion, age, national origin,color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes)

☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks

☒ Public Display ☐ Private Display

☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY.

PERMIT(S) EXPIRATION DATE
(ENTER DATE OF EXPIRATION)

NAME OF PERSON PERMIT ISSUED TO: Tony Nault

AGE (18 YEARS OR OLDER) ☑ YES ☐ NO

ADDRESS OF PERSON PERMIT ISSUED TO: 5980 E. Hillcrest Drive, Eaton Rapids, MI 48827

NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION
Night Magic Displays

ADDRESS
3999 Hupp Road, Building R-3-1, LaPorte, IN 46350

NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)

544 pcs, 3 to 8-inch display shells

EXACT LOCATION OF DISPLAY OR USE

CITY, VILLAGE, TOWNSHIP	DATE	TIME
Meridian Charter Township	6/24/2023	Dusk

BOND OR INSURANCE FILED	AMOUNT
☒ YES ☐ NO	$10,000,000.00

Issued by action of the Legislative Body of a

☐ City ☐ Village ☐ Township of _____ on the _____ day of

(Signature and Title of Legislative Body Representative)

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT

To: **Board Members**

From: **Abby Tithof, Human Resources Director**

Date: **May 2, 2023**

Re: **Ratification of New Police Officer Appointments**

The Township has presented a conditional offer of employment to two qualified police officer candidates. The prospective hiring will bring the staffing level of the police department to 36 sworn personnel.

Alex Stachura graduated from Howell High School and attended Lansing Community College and Eastern Michigan University. He is licensed Emergency Medical Technician through the State of Michigan.

Steven Sloan earned a Bachelor's Degree from American Public University. He has received three Navy/Marine Corps Commendation Medals for superior leadership, initiative, and individual performance.

A motion is prepared for Board consideration:

> **MOVE TO RATIFY THE APPOINTMENTS OF ALEX STACHURA AND STEVEN SLOAN TO THE POSITION OF POLICE OFFICERS CONTINGENT UPON SUCCESSFUL COMPLETION OF THOSE ITEMS STIPULATED IN THE CONDITIONAL OFFER OF EMPLOYMENT.**

To: **Township Board**

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

Date: **April 27, 2023**

Re: **<u>Ordinance 23-04 –</u> Worful – Rezone the property at 5677 Cade Street, from PO, Professional Office, to RB, One-Family High Density Residential**

The Township Board approved Ordinance 2023-04 for introduction at its last regular meeting on April 25, 2023. At that meeting, the Township Board raised no major concerns about the proposal. The proposed ordinance was published, as directed by the Board, in advance of a final decision being made on the request.

Rezoning 23-04 is a Township initiated ordinance that would rezone the property at 5677 Cade Street from PO, Professional Office, to RB, One-Family High Density Residential. The surrounding neighborhood is zoned RB and the property is considered nonconforming under its current zoning. The Planning Commission held a public hearing for the rezoning at its March 13, 2023 regular meeting and voted to recommend approval at their March 27, 2023 meeting. No major concerns were raised during the discussion of the request. The Township Board discussed the matter at their April 4, 2023 and April 25, 2023 meetings and were generally supportive of the request.

Staff **<u>recommends approval</u>** of the proposed ordinance at this time to rezone the property to be in conformance with its current use, which will allow the homeowner to make modifications more easily to their existing home. Staff has provided the following recommended motion and attached resolution to finalize adoption of the ordinance.

> **Move to adopt the resolution approving Ordinance 2023-04, an ordinance to rezone the property at 5677 Cade Street (Parcel ID number 33-02-02-11-304-031) from PO, Professional Office, to RB, One-Family High Density Residential.**

Attachments
1. Resolution to approve
2. Ordinance 2023-04 – Final Version

RESOLUTION TO APPROVE **Ordinance 2023-04**
5677 Cade Street – 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 2nd day of May, 2023 at 6:00 p.m., Local Time.

PRESENT: _____

_____

ABSENT: _____

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

WHEREAS, the owner of the property, Jessica Worful, approached Staff about adding onto the existing house at 5677 Cade Street; and

WHEREAS, the property is currently zoned PO, Professional Office, which does not allow the house to be expanded; and

WHEREAS, the Planning Commission directed Staff to begin the process of rezoning the property to allow residential use; and

WHEREAS, the Planning Commission held a public hearing and discussed at its regular meeting on March 13, 2023, and made a positive recommendation to the Township Board on the change at their March 27, 2023 meeting; and

WHEREAS, the Township Board discussed the proposed rezoning at its meeting on April 4, 2023, April 25th, and May 2nd, 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

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby ADOPTS Ordinance Number 2023-04, entitled "Ordinance Amending the Zoning District Map of Meridian Township pursuant to Rezoning Application #23006" rezoning the property at 5677 Cade Street from PO, Professional Office, to RB, One-Family High Density Residential.

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it was adopted.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 2nd day of May, 2023.

_____
Deborah Guthrie
Township Clerk

ORDINANCE NO. 2023-04
ORDINANCE AMENDING THE ZONING DISTRICT MAP
OF MERIDIAN TOWNSHIP
PURSUANT TO REZONING #23-06

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 and Office District symbol and indication as shown on the Zoning District Map, for Parcel #33-02-02-11-304-031, legally described as:

Lot 29 of the Supervisor's Plat of Haslett

to that of RB, Single-Family Residential.

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

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

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

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

_____ _____

Patricia Herring Jackson, Township Supervisor Deborah Guthrie, Township Clerk

To: **Board Members**

From: **Amanda Garber, CPA**
Finance Director

Date: **May 2, 2023**

Re: **Federal Policies and Procedures Manual Update**

In December 2022, the Township Board approved the Federal Policies and Procedures Manual to comply with the Uniform Guidance. Uniform Guidance (2 CFR 200) requires that all entities accepting federal funding must have minimum written policies and procedures about how internal controls and processes will be conducted over federal awards.

Uniform Guidance (2 CFR 200) is a government-wide framework for grants management and provides an authoritative set of rules and requirements for federal awards. This framework establishes uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities.

The Township is currently undergoing our 2022 annual financial audit. The auditors have reviewed the Township's Federal Policies and Procedures Manual against the most recent federal guidelines. They have suggested adding a sentence to the Procurement section on page 8 of the Manual to provide direction on "avoiding acquisition of unnecessary or duplicative items."

Attachments:

1. Meridian Charter Township Federal Policies and Procedures Manual – Changes May 2023
2. Meridian Charter Township Federal Policies and Procedures Manual – Updated May 2023

Meridian Charter Township

Federal Policies and Procedures Manual

Meridian Charter Township
Federal Policies and Procedures Manual
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Meridian Charter Township
Procedures and Federal Awards Administration
Financial Management Systems
Payroll and Timekeeping

The following provisions apply to the payment of employees and recording of time and effort (as required) in accordance with Federal Cost Principles.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Hourly employees shall submit a timesheet for each pay period, with the following information:
    a. The total number of hours actually worked each day
    b. The use of any holiday, personal, vacation, sick, or other approved time off with pay
    c. The total number of hours to be paid
    d. An allocation of those hours to each program or department for which work was performed, when necessary
    e. The dated signature of their supervisor

    The allocation of hours between programs or departments should be based exclusively on the predetermined allocation schedules.

    In the event that an after-the-fact correction is necessary to an employee's timesheet due to errors in the allocation of time worked, such corrections must be submitted to the Human Resources Department, and approved in writing by their supervisor.
2. Salaried employees charged to a federal grant will document time and effort according to one of the following methods. The method used by employee shall be pre-approved by the Department Head. If the employee's time is expensed based on budgetary data, an adjustment shall be made at least quarterly to agree the general ledger to the documentation.
    a. The employee may document time and effort using a timesheet as described above. Timesheets must account for the total activity for which the employee is compensated, and be signed by the employee. It will not be acceptable for timesheets to include the hours worked on Federal grants only.
    b. Budgets and calendars/daily planners will not be deemed allowable documentation to support personnel costs and therefore will not be accepted by the Human Resources Department.
    c. It is the responsibility of the employee being charged to a federal award(s) to clarify documentation requirements with the Department Head and provide appropriate documentation to the Human Resources Department as it becomes available. The employee should retain a copy of the documentation for their personal records.

3. Prior to payment, a pro forma report of the pay run will be provided to the Human Resources Director for review and approval.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Activities Allowed/Unallowed and Allowable Costs/Cost Principles

Source of Governing Requirements - The requirements for activities allowed or unallowed are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for allowable costs/cost principles are contained in Uniform Guidance 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Board Policies

The following policies have been separately reviewed and approved by the Township Board, and are incorporated here by reference:

- Board Policy Manual
- Purchasing Policy

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. All grant expenditures will be in compliance with the Uniform Guidance, 2 CFR 200, State law, Township policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for allowable costs and costs must meet the following general criteria to be allowable under Federal awards:
    a. Be reasonable and necessary for the performance of the program and allocable thereto (see detail below);
    b. Conform to any limitations or exclusions set forth in applicable regulations or in the award itself;
    c. Be consistent with policies and procedures that apply uniformly to federally financed activities and other activities of the non-Federal entity; and
    d. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
    e. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
    f. Be adequately documented.
2. A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration must be given to

   a. Whether the cost is ordinary and necessary for the proper and efficient performance of the Federal award;
   b. The requirements imposed by such factors as: sound business practices; arms-length bargaining; Federal, state, local, tribal, and other laws and regulations; and
   c. Market prices for comparable goods or services.
3. A cost is allocable to a particular Federal award if the goods or services involved are chargeable or assignable to that Federal award in accordance with the relative benefits received. This standard is met if the cost:
   a. Is incurred specifically for the Federal award;
   b. Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
   c. Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award.
4. Applicable credits refer to those receipts or reduction of expenditure type transactions that offset or reduce expense items allocable to the Federal award. To the extent that such credits relate to allowable costs, they must be credited to the Federal award either as a cost reduction or cash refund, as appropriate.

   The Federal award may be subject to statutory requirements that limit the allowability of costs. Payments made for costs determined to be unallowable must be refunded (including interest) to the Federal Government unless Federal statute or regulation directs otherwise.
5. Grant expenditures will be approved by department heads/program managers initially through the purchase order process, and again when the bill or invoice is received. This will be evidenced by signature or initials on the invoice. Accounts payable disbursements will not be processed for payment by Accounts Payable until necessary approval has been obtained.
6. Payroll costs will be documented in accordance with the Uniform Guidance, 2 CFR 200 as described in the section of this manual titled “Payroll and Timekeeping”.
7. Indirect costs will be charged to federal grants at the federally negotiated indirect cost rate (if available) or the de minimis rate of 10% permitted by the Uniform Guidance, 2 CFR 200. The selected rate will be applied to Modified Total Direct Costs (MTDC). The Township may, at its discretion, choose to use all available grant funds for program purposes and not charge an indirect cost rate to a federal award.
8. To the extent that the Township passes through federal awards to subrecipients, the Township will review the subrecipient’s grant budgets for compliance with allowable/unallowable costs.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Cash Management

Source of Governing Requirements – The requirements for cash management are contained in the Uniform Guidance 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Board Policies

The following policies have been separately reviewed and approved by the Township Board, and are incorporated here by reference:

- Board Policy Manual

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Substantially all of the Township's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency.
2. Advance payments of federal funds will be deposited and held by a financial institution. The Township will account for funds received, obligated, and expended.
3. Cash draws will be initiated by the Department Head who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained and signed. An individual independent of this determination will review the draw amount and sign the paperwork as evidence of the control.
4. The physical draw of cash will be processed through the means prescribed by the grant agreement for the awards by the Department Head.
5. A copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.
6. To the extent that the Township passes through federal awards to subrecipients, the Township will make payments to subrecipients within 30 calendar days after receipt of billing, unless the Township reasonably believes the request to be improper.

Source of Governing Requirements – The requirements for equipment are contained in the Uniform Guidance 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Board Policies

The following policies have been separately reviewed and approved by the Township Board, and are incorporated here by reference:

- Board Policy Manual
- Purchasing Policy
- Fixed Asset Capitalization Policy

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. All equipment will be used in the program for which it was acquired or, when appropriate, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Department Head will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Equipment records will be maintained, and an appropriate system shall be used to safeguard equipment.
4. When equipment with a current per unit fair market value of $5,000 or more is no longer needed for a Federal program, it may be retained or sold within the grant agreement guidelines. Proper sales procedures shall be used that provide for competition to the extent practicable and result in the highest possible return.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Period of Performance

Source of Governing Requirements – The requirements for period of performance of Federal funds are contained in Uniform Guidance, 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).
2. Compliance with period of performance requirements will initially be assigned to the individual approving the allowability of the expense/payment. This will be subject to review and approval in the Finance Department as part of the payment processing.

Source of Governing Requirements – The requirements for procurement are contained in Uniform Guidance, 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for suspension and debarment are contained in OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations Uniform Guidance, 2 CFR 200, program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

Board Policies

The following policies have been separately reviewed and approved by the Township Board, and are incorporated here by reference:

- Board Policy Manual
- Purchasing Policy

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the Township (described in the Purchasing policy). The Township should avoid acquisition of unnecessary or duplicative items.
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. Procurement will provide for full and open competition in accordance with 2 CFR 200.318 and 200.319.
4. The Township is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.
   "Covered transactions" include those procurement contracts for goods and services awarded under a non-procurement transaction (i.e. grant or cooperative agreement) that are expected to equal or exceed $25,000 or meet certain other specified criteria. All non-procurement transactions (i.e. subawards to subrecipients), irrespective of award amount, are considered covered transactions.
5. The Township will ensure that compliance with suspension/debarment requirements through one of the following controls:

a. Including a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the Township immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.
b. Requiring vendors and contractors to sign a statement certifying that they are not suspended or debarred and agreeing to notify the Township immediately upon being suspended or debarred. This would also serve as adequate documentation as long as the contract/vendor relationship remains in effect.
c. Periodically searching the federal excluded parties database at www.sam.gov and the State of Michigan debarred vendor list at http://www.michigan.gov/micontractconnect/0,4541,7-225-48677-354349--,00.html for the vendor name. Any potential match would be followed-up on immediately. A listing of the vendors search and the date of the procedures would be retained.

6. If a vendor is found to be suspended or debarred, the Township will immediately cease to do business with this vendor.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Reporting

Source of Governing Requirements – Reporting requirements are contained in the following documents:
Uniform Guidance, 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e. e-mail, grantor website, postal service, etc.).
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements.
4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e. cash or accrual). In cases where financial data is tracked outside of the general accounting system (such as in spreadsheets), this information will be reconciled to the general ledger prior to report submission.
5. Any report with financial-related data will be reviewed by the Finance Department.
6. Preparation of reports will be the responsibility of the applicable department. All reports (whether financial, performance, or special) must be reviewed and approved by a knowledgeable administrator prior to submission. The reviewer will sign and date the report and retain this documentation.
7. Copies of submitted reports with the reviewer signature and date will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to Township administration, auditors, and pass-through or grantor agencies, as requested.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Subrecipient Monitoring

Source of Governing Requirement – The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B)(Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), OMB regulations, Uniform Guidance, 2 CFR 200, Federal awarding agency regulations, and the terms and conditions of the award.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

This requirement has not historically been applicable to any of the Federal grants of Meridian Charter Township. Grant administrators are aware of such compliance requirements and will monitor grant agreements for any change in applicability. Formal policies and procedures will be developed, as needed, to meet changes in circumstances.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Technical Evaluations

Source of Governing Requirements – The requirements for technical evaluations are contained in the Uniform Guidance 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. The department head will be assigned the responsibility for identifying financial-related compliance requirements for technical evaluations, determining approved methods for compliance, and retaining any necessary documentation. Program-related compliance requirements will be the responsibility of the department administering the grant.

Meridian Charter Township

Federal Policies and Procedures Manual

Meridian Charter Township
Federal Policies and Procedures Manual
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Meridian Charter Township
Procedures and Federal Awards Administration
Financial Management Systems
Payroll and Timekeeping

The following provisions apply to the payment of employees and recording of time and effort (as required) in accordance with Federal Cost Principles.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Hourly employees shall submit a timesheet for each pay period, with the following information:
    a. The total number of hours actually worked each day
    b. The use of any holiday, personal, vacation, sick, or other approved time off with pay
    c. The total number of hours to be paid
    d. An allocation of those hours to each program or department for which work was performed, when necessary
    e. The dated signature of their supervisor

    The allocation of hours between programs or departments should be based exclusively on the predetermined allocation schedules.

    In the event that an after-the-fact correction is necessary to an employee's timesheet due to errors in the allocation of time worked, such corrections must be submitted to the Human Resources Department, and approved in writing by their supervisor.
2. Salaried employees charged to a federal grant will document time and effort according to one of the following methods. The method used by employee shall be pre-approved by the Department Head. If the employee's time is expensed based on budgetary data, an adjustment shall be made at least quarterly to agree the general ledger to the documentation.
    a. The employee may document time and effort using a timesheet as described above. Timesheets must account for the total activity for which the employee is compensated, and be signed by the employee. It will not be acceptable for timesheets to include the hours worked on Federal grants only.
    b. Budgets and calendars/daily planners will not be deemed allowable documentation to support personnel costs and therefore will not be accepted by the Human Resources Department.
    c. It is the responsibility of the employee being charged to a federal award(s) to clarify documentation requirements with the Department Head and provide appropriate documentation to the Human Resources Department as it becomes available. The employee should retain a copy of the documentation for their personal records.

3. Prior to payment, a pro forma report of the pay run will be provided to the Human Resources Director for review and approval.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Activities Allowed/Unallowed and Allowable Costs/Cost Principles

Source of Governing Requirements - The requirements for activities allowed or unallowed are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for allowable costs/cost principles are contained in Uniform Guidance 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Board Policies

The following policies have been separately reviewed and approved by the Township Board, and are incorporated here by reference:

- Board Policy Manual
- Purchasing Policy

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. All grant expenditures will be in compliance with the Uniform Guidance, 2 CFR 200, State law, Township policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for allowable costs and costs must meet the following general criteria to be allowable under Federal awards:
    a. Be reasonable and necessary for the performance of the program and allocable thereto (see detail below);
    b. Conform to any limitations or exclusions set forth in applicable regulations or in the award itself;
    c. Be consistent with policies and procedures that apply uniformly to federally financed activities and other activities of the non-Federal entity; and
    d. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
    e. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
    f. Be adequately documented.
2. A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration must be given to

   a. Whether the cost is ordinary and necessary for the proper and efficient performance of the Federal award;
   b. The requirements imposed by such factors as: sound business practices; arms-length bargaining; Federal, state, local, tribal, and other laws and regulations; and
   c. Market prices for comparable goods or services.
3. A cost is allocable to a particular Federal award if the goods or services involved are chargeable or assignable to that Federal award in accordance with the relative benefits received. This standard is met if the cost:
   a. Is incurred specifically for the Federal award;
   b. Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
   c. Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award.
4. Applicable credits refer to those receipts or reduction of expenditure type transactions that offset or reduce expense items allocable to the Federal award. To the extent that such credits relate to allowable costs, they must be credited to the Federal award either as a cost reduction or cash refund, as appropriate.

   The Federal award may be subject to statutory requirements that limit the allowability of costs. Payments made for costs determined to be unallowable must be refunded (including interest) to the Federal Government unless Federal statute or regulation directs otherwise.
5. Grant expenditures will be approved by department heads/program managers initially through the purchase order process, and again when the bill or invoice is received. This will be evidenced by signature or initials on the invoice. Accounts payable disbursements will not be processed for payment by Accounts Payable until necessary approval has been obtained.
6. Payroll costs will be documented in accordance with the Uniform Guidance, 2 CFR 200 as described in the section of this manual titled “Payroll and Timekeeping”.
7. Indirect costs will be charged to federal grants at the federally negotiated indirect cost rate (if available) or the de minimis rate of 10% permitted by the Uniform Guidance, 2 CFR 200. The selected rate will be applied to Modified Total Direct Costs (MTDC). The Township may, at its discretion, choose to use all available grant funds for program purposes and not charge an indirect cost rate to a federal award.
8. To the extent that the Township passes through federal awards to subrecipients, the Township will review the subrecipient’s grant budgets for compliance with allowable/unallowable costs.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Cash Management

Source of Governing Requirements – The requirements for cash management are contained in the Uniform Guidance 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Board Policies

The following policies have been separately reviewed and approved by the Township Board, and are incorporated here by reference:

- Board Policy Manual

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Substantially all of the Township's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency.
2. Advance payments of federal funds will be deposited and held by a financial institution. The Township will account for funds received, obligated, and expended.
3. Cash draws will be initiated by the Department Head who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained and signed. An individual independent of this determination will review the draw amount and sign the paperwork as evidence of the control.
4. The physical draw of cash will be processed through the means prescribed by the grant agreement for the awards by the Department Head.
5. A copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.
6. To the extent that the Township passes through federal awards to subrecipients, the Township will make payments to subrecipients within 30 calendar days after receipt of billing, unless the Township reasonably believes the request to be improper.

Source of Governing Requirements – The requirements for equipment are contained in the Uniform Guidance 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Board Policies

The following policies have been separately reviewed and approved by the Township Board, and are incorporated here by reference:

- Board Policy Manual
- Purchasing Policy
- Fixed Asset Capitalization Policy

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. All equipment will be used in the program for which it was acquired or, when appropriate, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Department Head will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Equipment records will be maintained, and an appropriate system shall be used to safeguard equipment.
4. When equipment with a current per unit fair market value of $5,000 or more is no longer needed for a Federal program, it may be retained or sold within the grant agreement guidelines. Proper sales procedures shall be used that provide for competition to the extent practicable and result in the highest possible return.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Period of Performance

Source of Governing Requirements – The requirements for period of performance of Federal funds are contained in Uniform Guidance, 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).
2. Compliance with period of performance requirements will initially be assigned to the individual approving the allowability of the expense/payment. This will be subject to review and approval in the Finance Department as part of the payment processing.

Source of Governing Requirements – The requirements for procurement are contained in Uniform Guidance, 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for suspension and debarment are contained in OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations Uniform Guidance, 2 CFR 200, program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

Board Policies

The following policies have been separately reviewed and approved by the Township Board, and are incorporated here by reference:

- Board Policy Manual
- Purchasing Policy

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the Township (described in the Purchasing policy). The Township should avoid acquisition of unnecessary or duplicative items.
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. Procurement will provide for full and open competition in accordance with 2 CFR 200.318 and 200.319.
4. The Township is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.
   "Covered transactions" include those procurement contracts for goods and services awarded under a non-procurement transaction (i.e. grant or cooperative agreement) that are expected to equal or exceed $25,000 or meet certain other specified criteria. All non-procurement transactions (i.e. subawards to subrecipients), irrespective of award amount, are considered covered transactions.
5. The Township will ensure that compliance with suspension/debarment requirements through one of the following controls:

a. Including a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the Township immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.
b. Requiring vendors and contractors to sign a statement certifying that they are not suspended or debarred and agreeing to notify the Township immediately upon being suspended or debarred. This would also serve as adequate documentation as long as the contract/vendor relationship remains in effect.
c. Periodically searching the federal excluded parties database at www.sam.gov and the State of Michigan debarred vendor list at http://www.michigan.gov/micontractconnect/0,4541,7-225-48677-354349--,00.html for the vendor name. Any potential match would be followed-up on immediately. A listing of the vendors search and the date of the procedures would be retained.

6. If a vendor is found to be suspended or debarred, the Township will immediately cease to do business with this vendor.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Reporting

Source of Governing Requirements – Reporting requirements are contained in the following documents:
Uniform Guidance, 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e. e-mail, grantor website, postal service, etc.).
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements.
4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e. cash or accrual). In cases where financial data is tracked outside of the general accounting system (such as in spreadsheets), this information will be reconciled to the general ledger prior to report submission.
5. Any report with financial-related data will be reviewed by the Finance Department.
6. Preparation of reports will be the responsibility of the applicable department. All reports (whether financial, performance, or special) must be reviewed and approved by a knowledgeable administrator prior to submission. The reviewer will sign and date the report and retain this documentation.
7. Copies of submitted reports with the reviewer signature and date will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to Township administration, auditors, and pass-through or grantor agencies, as requested.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Subrecipient Monitoring

Source of Governing Requirement – The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B)(Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), OMB regulations, Uniform Guidance, 2 CFR 200, Federal awarding agency regulations, and the terms and conditions of the award.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

This requirement has not historically been applicable to any of the Federal grants of Meridian Charter Township. Grant administrators are aware of such compliance requirements and will monitor grant agreements for any change in applicability. Formal policies and procedures will be developed, as needed, to meet changes in circumstances.

Meridian Charter Township
Procedures and Federal Awards Administration
OMB Compliance Supplement
Technical Evaluations

Source of Governing Requirements – The requirements for technical evaluations are contained in the Uniform Guidance 2 CFR 200, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Procedures

The following procedures will be applied, to the extent that they do not conflict with or contradict other Board policies:

1. The department head will be assigned the responsibility for identifying financial-related compliance requirements for technical evaluations, determining approved methods for compliance, and retaining any necessary documentation. Program-related compliance requirements will be the responsibility of the department administering the grant.

To: **Township Board**

From: **LuAnn Maisner CPRP, Director of Parks and Recreation**

Date: **April 28, 2023**

Re: **Ingham County Parks and Trails Millage Grant – Multi-Jurisdictional River Clearing Grant**

The Red Cedar River serves as a valuable natural feature in our region that is enjoyed by paddlers, fisherman, photographers and nature lovers in general. The ability to navigate the river has and continues to be challenging due to frequently occurring log jams. Over the years, the Friends of the Red Cedar and the Lansing Oar and Paddle Club have conducted multiple volunteer events to address some of the areas, as well as, the Ingham County Drain office.

The City of Williamston has recently installed a new launch facility in McCormick Park and had previously constructed a short "white water paddling" area near their downtown. Williamstown Township obtained funding last year to remove a large log jam in their jurisdiction, as well. It is apparent that a dedicated concerted effort is needed to address the navigability of the Red Cedar River. The Ingham County Parks and Trails Millage is interested in funding this effort.

I have worked together with Williamstown Township Supervisor, Wanda Bloomquist to complete a multi-jurisdictional grant application for submittal including City of Williamston, Williamstown Township, and Meridian Township. We are preparing a resolution of support for each jurisdiction for the request $500,000 for up to three years of funding to address current and future log jams along an 18-mile stretch from McCormick Park in Williamston to Hagadorn in Meridian Township/East Lansing.

If the grant is approved, we will create a committee with representatives to determine yearly priority areas. Since this is a reimbursement program, I am recommending that Meridian Township serve as the fiduciary for this program.

To: **Township Board**

From: **LuAnn Maisner CPRP, Director of Parks and Recreation**

Date: **April 28, 2023**

Re: **Central Park Pavilion Renovation Update**

The pavilion in Central Park was constructed in 1978 as a multi-use use shelter to host the Farmers' Market, as well as, picnics and other casual get-togethers. The pavilion continues to serve as a popular meeting place for our residents, but years of heavy use have certainly taken its toll.

Initially, our plan was to improve the aesthetics of the structure and surrounding area, but before moving forward on a beautification plan, we are evaluating the structural integrity of the support posts. If needed, we will move forward with installing a new structure in its place.

Site changes include:

- Since adding a new restroom building near the Historical Village two years ago for users of Central Park, we will remove the bathroom structure on the west side of the pavilion to open the view to the park.
- Add brick seat-walls on the corners to better define the space.
- Improve landscaping around the perimeter of the site.

Structural changes include:

- Remove the existing paneled walls that enclose the corners and replace with electronic wind screens.
- Paint or wrap in vinyl the existing structure.

OR

- Replace with a new structure on the existing concrete pad

I will have a more complete plan available in the coming weeks.

13. D & E

To: **Board Members**

From: **Melissa Massie, Director of Project Management & Operations**

Ken Plaga, Chief of Police

Date: **May 2, 2023**

Re: **Discussion of Township Facilities Renovation Update**

Service Center

In early April, the walls of the front hallway and the lobby ceiling were painted. New flooring was installed last week in the entry vestibule, lobby and front hallway. It is our goal to update the front counter at some point this summer, which would include lowering a portion to make it ADA compliant.

Municipal Building

Staff working out of the Municipal Building were relocated the week of April 17 and are now located in the Town Hall Room, the HOMTV Studio, Public Safety Building, the Service Center, and our rented space at 2630 Bennett Road. On April 24th and 25th, we had a moving company come in to clear our building of all remaining furniture and items.

On Tuesday, April 25, our painting company began wallpaper removal on the first floor. They will complete the first-floor walls before moving to the second floor. At this point, we are estimating the wall repairs and painting will take anywhere from 72 to 90 days.

The week of May 8, our exterior front entrance doors will be demoed, while leaving the interior banks of entrance doors intact for locking. We will then have a concrete subcontractor come in to pour new slabs outside of the doors as the current cement has existing damage we need to address. Once the concrete has cured, the new doors will be installed. Our current timeline shows the doors being complete by May 26.

We are replacing most of the flooring in the Municipal Building, with an estimated start date of June 9. We believe the first floor should be finished around June 26 and the second floor should be finished around August 10.

Depending on delivery times, we are looking at beginning new furniture installation at the end of June. Installation will be staggered and will take place most likely from June through September.

It is our goal to update the front counter in the lobby by the end of September.

Public Safety Building

Contractors will be on-site for installation of the new access control system in the next few weeks. The system will be operational once installation is completed by the end of June.

New lockers are on order for the men's and women's locker rooms. We are expecting the lockers to arrive by the end of June. Installation has not yet been scheduled with the vendor.

We are working to replace all flooring in the building by the end of 2023/early 2024. Quotes have been secured and we need to sign off on the quote before the MIDEAL pricing expires on June 4.

To: **Board Members**

From: **Abby Tithof, Human Resources Director**

Date: **May 2, 2023**

Re: **Township Diversity, Equity, and Inclusion (DEI) Plan and Annual Review**

The Meridian Township Diversity, Equity, and Inclusion (DEI) Task Force has developed a general plan framework and review process to ensure we stay actively connected in our commitment to supporting all employees of the Township and the residents we are here to serve. The framework provides parameters that we can use to measure and assess actions taken and their levels of success in honoring our DEI Task Force Mission Statement. Because this plan will always be part of an evolving and expanding process, we know that over time, we will constantly be in the process of building upon improved operations through intentional activities, trainings, policy and protocol updates, and more for the benefit and wellbeing of our workers, ensuring that all may enjoy a safe, healthy and effective work environment.

Attachment:

1. Diversity, Equity, and Inclusion Plan

DIVERSITY, EQUITY, and INCLUSION PLAN

MISSION STATEMENT

To Promote and Support a Diverse, Equitable and Inclusive Workforce Through Training, Evaluation, and Action

PURPOSE & GUIDING PRINCIPLES

The purpose of the Township's DEI plan is to provide direction for creating a safe, healthy, and effective work environment which includes action such as:

- ✓ **INCLUSIVITY**
- ✓ **DIVERSITY**
- ✓ **EQUITY**
- ✓ **COLLABORATION**
- ✓ **REFLECTION**
- ✓ **DATA-DRIVEN DECISION MAKING**

PROCESS

- Policies, Practices & Procedures to reflect DEI values: Personnel policies, contracts, manuals, guides, departmental training materials, etc.
- Culturally Responsive Training: Quarterly training (departmental, employee, leader, general all-employee, multi-media/format, on awareness topics such as effective communication/customer service, unconscious bias, microaggressions, confirmation bias, affinity bias, etc. We can include history, multiple peoples' voices, perspectives, social movements of groups that make us diverse and other types of experiences and trainings that inform with the intention of inviting constructive and collaborative communication.
- Ensure that multiple people with varied backgrounds or personal identities are included on our teams.
- Authentic Selves & Relationships: What are we experiencing & how does that affect our work relationships? As we working through conflict, are we demonstrating empathy and taking note of our awareness and sensitivity to others' experiences and points of view?
- Identify who will be responsible for carrying out and overseeing the strategies.
- Set target dates ("checkpoints") for monitoring progress, including DEI Task Force self-assessment, collaboration, and plans for continuing and refining our efforts. Regularly check in with our Task Force and departments to determine how we know we are succeeding, and whether those affected by our plans and initiatives would agree we are keeping to our mission.
- Add or modify strategies that will help us reach our goals.

ANNUAL GOALS, IMPLEMENTATION and ANNUAL REVIEW

Develop indicators of success to measure what's working, what's not, and actively seek changes and new ideas for continued improvement. Multiple data sources may be utilized to inform decision making, including quantitative and qualitative methods like interviews or surveys. At the end of each year, the DEI Task Force can conduct an annual review of its actions in an effort to measure the impact of our work and plan for the upcoming year.

KEY TOPICS FOR 2023

Equity & Inclusion, Accessibility, Culture, Diversity, Employee Engagement, Community Engagement

To: **Board Members**

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

Date: **May 2, 2023**

Re: **Metro Act – Protecting Meridian**

Since late 2022, we have experienced a significant increase in the number of broadband internet providers working to install their service in the Township.

When broadband providers begin work, it usually generates a lot of phone calls and emails from residents. While these providers often attempt to communicate with residents prior to work beginning, their communication is very ineffective. The mailers, door hangers and yard darts (mini yard signs placed next to mailboxes) are often recycled without residents reading them as it appears to be a solicitation, not a warning about upcoming construction. Residents simply discard them before opening the envelope and/or reading the content. The Township is also limited in terms of knowing if and when the communications have gone out to residents.

MetroNet installed fiber internet service in my neighborhood in late March. They did mail a letter about 50 days before the work began, but I never would have opened the envelope if I didn't know what was enclosed from my work with the Township. They also placed yard darts next to every mailbox in my neighborhood announcing the upcoming work. Some of these yard darts are still located next to mailboxes, highlighting how ineffective they are.

In the spirit of our 2023 Top 3 Goals (i.e. improving communication with residents), and in an effort to ensure our residents are aware of the work that will be occurring in front of their home, we are working to revise our utility permit requirements to include a very specific letter that must be mailed by the provider to residents 20-40 days prior to work beginning under the permit. Under our current plan, the letter must be enclosed in an envelope that is intentionally designed to make sure residents know that this is important information that they need to review. We used a similar notice on the outside of the envelope for the mailing we issued to inform residents and businesses of the 2023 renovation of the Municipal Building.

Essentially, the internet providers simply do not know how to communicate effectively with the public. Therefore, our tentative plan is to compel them to communicate effectively as a requirement of the utility permit they must to obtain from the Township to work in the public right-of-way and utility easements.

These internet providers are also consuming far too much of the Township's resources (i.e. staff time). To protect our taxpayers, the letter is written in a manner to direct questions to the internet provider first. The letter then instructs residents to contact the Township if the provider is not resolving their issue.

Memo to Township Board
May 2, 2023
Re: Metro Act – Protecting Meridian

We have resolved every complaint we have received resulting from utility work in the right-of-way to the full satisfaction of our residents, and we will continue to do so. However, the internet provider should be doing this without our constant involvement.

Most importantly, the letter is written to create a mutual understanding between the three parties (i.e. residents/businesses, the Township, and the internet provider) regarding what will happen in each instance (broken sprinkler system, lawn restoration timelines, etc.). I view the letter as a mutual contract that memorializes these things we have already been doing. We believe this letter will give residents a full understanding of what is occurring, why it is occurring, streamline the existing process for resolving matters when issues do occur, and save Township resources for our own projects and services for our residents.

The letter was written from emails we have been using to convey information to residents for some time now. This language is very well tested and has been well received by residents.

To give the Board some context, on average, we experience about 2-3 lawn restoration complaints per neighborhoods and about one broken underground utility per every 2-3 neighborhoods that have internet providers do installations in. So the issues are not rampant, but they do consume a considerable amount of work on a daily basis. We were experiencing far more issues prior to banning MetroNet's old contractor in 2022.

Bonds Required under the Permit

We will also be requiring each permit applicant to provide a $10,000 annual cash bond to fund any necessary repairs to the right-of-way and utility easements.

Fines and Penalties

Under our ordinance, we are currently able to fine utilities for working without a permit $500 per day. We are working with our attorneys to explore the feasibility of increasing this fine in our Code of Ordinances.

The purpose of tonight's discussion item is to educate the Board about this issue occurring in our community and get feedback and comments from the Board on this approach.

Attachments:

1. Draft Utility Permit Notice that each provider would be required to mail to every property they are working in front of 20-40 days prior to work beginning.
2. Draft No. 10 Envelope that the Utility Permit Notice must be enclosed in to make sure residents do not overlook this important information.
3. Current Utility Permit

MERIDIAN TOWNSHIP UTILITY PERMIT NOTICE
FOR METRO ACT PERMIT HOLDERS

IN ACCORDANCE WITH YOUR UTILITY PERMIT ISSUED BY THE TOWNSHIP, THIS NOTICE SHALL BE MAILED IN THE REQUIRED NO. 10 ENVELOPE. THE NOTICE SHALL BE MAILED AT LEAST 20 DAYS BEFORE WORK BEGINS AND NO EARLIER THAN 40 DAYS BEFORE WORK BEGINS

ANY ADDITIONS OR CHANGES TO THIS STANDARD NOTICE MUST BE APPROVED BY THE MERIDIAN TOWNSHIP DIRECTOR OF PUBLIC WORKS & ENGINEERING. PLEASE SUBMIT YOUR DRAFT NOTICE WITH ALL ADDITIONS OR CHANGES MADE VIA TRACKED CHANGES IN MICROSOFT WORD TO DPW@MERIDIAN.MI.US BEFORE PRINTING. THE TOWNSHIP WILL PROVIDE EDITS AND COMMENTS, OR APPROVE YOUR NOTICE, WITHIN 48 HOURS.

THE FOLLOWING IS THE STANDARD NOTICE:

Dear Township Resident,

We are writing to inform you that we will be installing **[INSERT DESPRIPTION OF THE SERVICE BEING INSTALLED HERE]** in your neighborhood from **[INSERT START DATE]** to **[INSERT END DATE]**. Under our permit with Meridian Township, this notice is required to be mailed to you between 20-40 days prior to our work beginning. If you have any questions after reviewing this notice, you may contact our **[INSERT TITLE, NAME, PHONE, AND EMAIL ADDRESS FOR THE PRIMARY CONTACT WHO WILL BE ACTIVELY OVERSEEING THE WORK ON THE GROUND FOR THE UTILITY OWNER].**

We obtained a utility permit from Meridian Township, the Ingham County Road Department and the Ingham County Drain Commissioner's Office as required under state law to work in the public right-of-way and/or utility easements. The Township, Road Department and Drain Office have inspectors who monitor our work. You may contact the Meridian Township Department of Public Works & Engineering at 517.853.4400 or dpw@meridian.mi.us.

Prior to work beginning, USIC will mark all of the underground public utilities with flags and paint. The Township marks the public water utilities. We will remove all of the MissDig flags when work has been completed. Please leave the flags in your yard during this work. It is illegal to pull Miss Dig flags under state law in the interest of public safety. The paint used to mark sidewalks, roads and driveway approaches will wash off.

Sprinkler systems, invisible fences and private underground lighting are not marked as they are private property. We are usually boring conduit at a depth that does not conflict with these private systems. However, if your private system/s are damaged, we will work with you to repair it at no cost.

We will be installing internet service using directional boring, so there will be minimal disturbance to lawns. We will NOT be trenching along the roadway. Installation of this

internet service does occasionally require us to dig some holes (about 2-3 feet wide) to physically verify the depth of some underground utilities we need to pass over/under. We will restore lawns in these isolated areas with soil, grass seed, and straw within 24-72 hours. If you experience a delay longer than 72 hours for restoration of lawns, please contact us so we can make sure your lawn is restored in a timely manner.

[INSERT GENERAL DESCRIPTIONS AND INFORMATION HERE REGARDING ANY JUNCTION BOXES, CABINETS, OR SIMILAR STRUCTURES THAT WILL BE INSTALLED AT OR ABOVE GRADE DURING THIS WORK]

We sincerely apologize in advance for any inconvenience caused by the construction, and we truly appreciate your patience and understanding while we work to bring new internet service to your neighborhood.

Sincerely,

[NAME, TITLE *]
[COMPANY NAME OF THE UTILITY OWNER]
[PHONE*]
[EMAIL ADDRESS*]

***OF THE PRIMARY CONTACT WHO WILL BE ACTIVELY OVERSEEING THE WORK ON THE GROUND FOR THE <u>UTILITY OWNER</u>**

PLACE THE NAME, LOGO AND RETURN ADDRESS OF THE UTILITY OWNER HERE. THE UTILITY OWNER INFORMATION MUST BE USED.

IMPORTANT INFO ENCLOSED: WE WILL BE PERFORMING UTILITY WORK IN THE PUBLIC RIGHT-OF-WAY ON YOUR ROAD
THIS NOTICE IS REQUIRED BY MERIDIAN TOWNSHIP AS PART OF OUR UTILITY PERMIT TO WORK IN THE PUBLIC DOMAIN

Department of Public Works

5151 Marsh Road, Okemos, Michigan 48864
Phone 517.853.4440; Email DPW@meridian.mi.us

Address: _____
Parcel Number: _____
Utility Permit Number: _____
SESC Waiver Number: _____
Permit Fee: _____ (101-000.000-453.000)
Receipt#: _____ Date: _____ Initials: _____
Date of Issuance: _____ Date of Expiration: _____

Utility Construction/Repair Permit & Affidavit for Waiver from SESC permit under rule 1705

For new utilities, attach a drawing (scale 1" = 40' min) showing location and type of work, including property lines, edges of street & driveway pavement, existing utilities, trees, lights, and dimensions (L x W x H) of all existing and proposed cabinets.

For repairs to existing utilities, attach a drawing showing the location of the proposed repairs.

If work includes >225 square feet of earth disturbance, must apply for a Soil Erosion and Sedimentation Control (SESC) Permit.

Property Address Where Work is to be Performed: _____

Description and Amount of Work to be Performed: _____

_____

_____ **Start Date:** _____

Installation of New Structure over two square feet (2 sf): ❑ No; ❑ Yes, Explain: _____

Utility Company: _____ Phone: _____

Address: _____ Email: _____

Installation Contractor: _____ Phone: _____

Address: _____ Email: _____

I hereby certify that I am the utility company representative for the work described above, and as such, I do hereby apply for a utility permit. In consideration thereof, I agree to abide by the terms of Meridian Township Code of Ordinances, the Engineering Division Standard Specifications & Details, and the Supplemental Specifications listed on the back of this permit.

Additionally, I affirm that the earth change that will occur on my land will disturb less than 225 square feet and will not contribute sediment to the waters of the state. Further, I acknowledge that this waiver does not exempt me from enforcement under Part 91 if a violation of requirements of Part 91 or the rules occurs as a result of this earth disturbance.

_____ _____
Applicant (Printed) Applicant (Signature)

Title: _____ Date: _____ Phone: _____ Email: _____

Cabinet size & location approved and address assigned by Community Planning & Development

Cabinet Address: _____ Approved By: _____ Date: _____

In accordance with Public Act 368, Section 247.183 of 1925 (as amended), the plans are approved contingent on the requirements stated in this permit. In addition, pursuant to Part 91, SESC of the Natural Resources and Environmental Protection Act 451, of the Public Acts of 1994, as amended, being sections 324.9101 to 324.9123 of the Michigan Compiled Laws, an SESC Permit is not required. *See back for additional details.*

This permit does not relieve the applicant from meeting any applicable requirements of other public agencies.

Permit Issued by: _____ Date: _____
(Permit Not Valid unless signed above)

A COPY OF THIS PERMIT SHALL BE ON THE JOB SITE.

Additional SESC Details: *This office has determined that the activity as proposed qualifies for an exemption or waiver because the activity does not require a permit under Rule 1705 (R323.1705). If the scope of your activity changes or is different from what is described, or if information is contrary to that submitted to this office, a permit may be required. As the County Enforcing Agent, we have the authority to stop any activity not in compliance with Part 91, of Act 451, as amended. By issuance of the soil erosion waiver, the applicant affirms that the project referenced above will be completed as described to the Enforcing Agency on this date, and understands that if the runoff is increased by this project you may be liable to civil sanctions.*

SUPPLEMENTAL SPECIFICATIONS

1. **Call the Engineering Office at 853.4440 a minimum of 48 hours in advance of proceeding with work. Inspections are scheduled Monday thru Friday, 8:30 am to 4:00 pm, except on Township holidays.**
2. **PRECONSTRUCTION MEETING:** A preconstruction meeting between the Township and the contractor prior to construction of new utilities is highly recommended to avoid conflicts and unnecessary delays.
3. **INTENT:** Since a permit must be secured from Meridian Township prior to the start of any construction or maintenance operations proposed by this permit, it is the intent of these supplemental specifications to be incorporated as part of the plans or specifications required for this proposed work.
4. **LOCATION OF UTILITY LINES:** Install gas, telephone, or cable lines with minimum 5-foot horizontal and 1.5-foot vertical separation from any existing water or sanitary sewer mains and services. If there is a utility easement adjacent to the right-of-way, all new utilities shall be installed in the utility easement. Since approximately 1980, most neighborhoods and developments have included a utility easement.
5. **INGHAM COUNTY ROAD DEPARTMENT (ICRD) PERMIT:** Provide the Township Engineering office with a copy of the ICRD permit, which is required for any work done in the road right-of-way.
6. **FLOODPLAINS, WETLANDS, AND WATER FEATURES:** All projects should check with the Department of Community Planning & Development to determine the need, if any, for permits and approvals to work in the 100-year floodplain, regulated wetlands, or water features setbacks.
7. **EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL:** Stockpile excavated material in such locations that it does not obstruct vision on the traveled portion of the road and in such a manner that it will interfere as little as possible with the flow of traffic. Stockpile sod and topsoil separately from other excavated material. Dispose of all surplus and unsuitable material outside of the limits of the road right-of-way, unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, level and trim the material in an approved manner.
8. **SAND-GRAVEL BACKFILL:** All backfill material within the road right-of-way or near sidewalks and pathways shall meet the requirements of MDOT Class II material, unless otherwise authorized, and shall be compacted to 95% of its maximum density in successive layers that are no more than 12 inches thick.
9. **DRIVEWAYS AND SIDEWALKS/PATHWAYS:** All concrete driveways and sidewalks/pathways damaged during construction or maintenance activities shall be replaced to the nearest joint. Damaged areas of asphalt driveways shall be sawcut, removed, and repaved to the same thickness as the existing asphalt on a compacted sand base. **Obtain a Township sidewalk permit prior to making any repairs.** Temporary repairs may be required for concrete sidewalk/pathway due to cold weather restrictions. A deposit to complete permanent repairs will be required if any repairs are not completed this year.
10. **RESTORATION:** All disturbed areas outside of roads, shoulders, driveways, and sidewalks must be restored with vegetation. Previously sodded areas shall be restored with 3 inches of screened topsoil and class 'A' sod. Other areas shall be restored with 4 inches of screened topsoil, seed, fertilizer, and loose mulch or biodegradable mulch blanket.
11. **PEDESTRIAN AND NON-MOTORIZED ACCESS:** Provisions for accommodating pedestrians and non-motorized traffic are required if the sidewalk or pathway will be inaccessible during construction or maintenance activities.
12. **ADDITIONAL SPECIFICATIONS:** Any proposed work in the right-of-way not covered by the plans and specifications submitted with this application shall be done in accordance with additional specifications or instructions deemed necessary by Meridian Township or its duly authorized representative.
13. **AS-BUILT DRAWINGS:** Provide the Township with one (1) set of as-built drawings for the completed work.
14. The contractor shall have the approved permit and plans in their possession on the job at all times.

To: **Board Members**

From: **Stephen Gebes, Technology Director**

Date: **April 28, 2023**

Re: **Information Technology Project Update**

At the June 7, 2022 Board meeting, the Township Board authorized the Manager to expend ARP funds to execute a contract for the technology enhancements outlined in an improvement plan presented by Brightline IT in May of 2022. This plan including the following projects:

1. Meraki Network Switches at all main sites ✓
2. Palo Alto Firewall appliance installation at all main sites
3. SD-WAN
4. Meraki WLAN infrastructure ✓
5. AT&T, Verizon, & Comcast Business Internet enhancements
6. New vulnerability management assets including Microsoft Patch Management servers ✓
7. Two-Factor authentication for all public facing access points ✓
8. QuickHelp Learning Management & testing tools ✓
9. Storage Area Network reengineering & replacement
10. Disaster Recovery as a Service ✓
11. Enhanced Network Monitoring solutions ✓
12. Backup System Replacement
13. Microsoft 365 enhancements
14. Workstation replacements

Although there have been several delays, the technology team continues to make significant progress on this list in conjunction with our third party assistant, Brightline IT.

In 2022, the Meraki switches (1) & the primary firewall (2) at the Town Hall Building were completed. Additionally, the groundwork was laid to bring remote site firewalls online (2). As these firewall devices are deployed, it will allow the Township to complete a Software Defined – Wide Area Network in conjunction with new connections coming online at various points throughout 2023 (3 & 5).

Brightline also installed new patch management servers for the Township (6), assisted with the roll out of various training campaigns (8), and advised on the implementation of two-factor authentication to all of our Office 365 users (7).

New Meraki Wi-Fi access points were installed throughout all facilities as soon as the back-ordered products were delivered in early 2023 (4).

Perhaps the most significant enhancement completed to date is the implementation of the new Disaster Recovery as a Service system that came online in late March of 2023. This significantly improves the Township's ability to respond to a wide variety of both natural disaster and manmade events that might otherwise result in the loss of data.

In April of 2023, the new Storage Area Network device was brought online (9). Once data transfers are complete, this will lay the foundation for new data backup systems to replace the outdated systems currently employed by the Technology team.

Overall, this puts us about 75% of the way through our initially planned improvements, and leaves us with a good part of 2023 to focus on our internal backup systems, enhancements to our Microsoft 365 system, and workstation replacements.