



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
October 15, 2024 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. INTERIM TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes-October 1, 2024 Regular Township Board Meeting
 - C. Bills
 - D. 2025 Township Board Meeting Schedule Resolution
 - E. Authorization for Change in Consumers Energy Lighting Contract, Lupine Drive and Hulett Road Intersection and Loon Lane and Hulett Road Intersection
 - F. Authorization for Change in Consumers Energy Lighting Contract, Central Park Drive and Newman Road Intersection
 - G. Resolution in Support of Family Court Awareness Month
 - H. Memorandum of Understanding between Meridian Township and Ingham County for the County Park North Lift Station Replacement Project
 - I. Amendment to Interim Township Manager Contract
 - J. Capital Area Transportation Authority (CATA) Appointment
 - K. HOMTV Television of Senior/Community Center Task Force Meetings
 - L. Communications Commission Appointments
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
 - A. Township Manager Search Process-Set a Date for Candidate Interviews & Reception
13. BOARD DISCUSSION ITEMS
 - A. Special Use Permit #24-18 – Okemos Gateway LLC – 1614 West Grand River Avenue – Recreational Marijuana Retailer
 - B. PA 152 Health Care Costs
 - C. Memorandum of Understanding with Ingham County for Fire Emergency Boat Launch
 - D. Opioid Settlement Funds
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

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

Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

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9.A

**CONSENT AGENDA
BOARD
COMMUNICATIONS**

From: Tim Schmitt <[REDACTED]>
Sent: Monday, September 23, 2024 5:03 PM
To: Township Board <Townshipboard@meridian.mi.us>
Cc: Samantha Diehl <[REDACTED]>
Subject: FW: Young Environmentalists Documentary won a Philo Award!

Good evening Township Board Members,

Apologies for the delay on sending this email, but it got buried in my inbox. One of our videos won an award recently! The list of winners is attached and the video is linked below. Very cool piece of work coming out of our Communications Department.

Sincerely,



Timothy R. Schmitt, AICP
Interim Township Manager///Director of Community Planning and Development
[REDACTED]
W 517.853.4506
5151 Marsh Road | Okemos, MI 48864
meridian.mi.us

From: Samantha Diehl <[REDACTED]>
Sent: Tuesday, September 10, 2024 9:44 AM
To: Tim Schmitt <[REDACTED]>
Subject: Fw: Young Environmentalists Documentary won a Philo Award!

Good news in the Communications Department...one of our videos we submitted to an awards competition won first place! It was a documentary created by our intern, Stella Govitz, and was about the two student members on the Environmental Commission: https://www.youtube.com/watch?v=ObnKVvb_XFo&t=382s



Samantha Diehl
Communications Manager

From: Danneisha McDole <[REDACTED]>
Sent: Tuesday, September 10, 2024 9:34 AM
To: [REDACTED]
Cc: Samantha Diehl <[REDACTED]>; LeRoy Harvey <[REDACTED]>
Subject: Young Environmentalists Documentary won a Philo Award!

Good morning, everyone! We have great news. A little while back, we submitted the Young Environmentalist documentary for best student documentary for the Philo Festival of Media Arts and we won the award! Congratulations Stella for your hard work on this documentary and thank you LeRoy again for your help in this as well. We will keep you updated once the award is here, and I also have the winners and finalists sheet attached to this email.

Hope you all have a great day!



Danneisha McDole
Multimedia Production and Operations Specialist

From: Debra Major <[REDACTED]>
Sent: Sunday, September 29, 2024 1:23 PM
To: webmaster <webmaster@meridian.mi.us>; Brian Shorkey [REDACTED]us>
Cc: Debra Major <[REDACTED]>
Subject: RE: Prior rezoning submittal #24013 (Fedewa Holdings)

Mr. Shorkey and Webmaster,

Will you please forward the email message below to all members of the Planning Commission and the Board of Trustees? Their emails were not easily found on the Township website. Please confirm that you were able to deliver this message on my behalf.

Thank you,

Debra Major

September 29, 2024

RE: Revised Fedewa Holdings Rezoning Request

Prior rezoning submittal #24013 (Fedewa Holdings)

Dobie Rd. Property north of Faith Lutheran Church

Dear Township Trustees & Planning Commissioners:

The Dobie Road Property (just north of the Faith Lutheran Church) has been the subject of rezoning discussion over the last several months. We understand Mr. Fedewa will be submitting a revised application in the near future. The Township residents adjacent to this property invite you all to a site visit of the involved properties so that all decision-makers can gain an accurate understanding of this area. We believe Mr. Fedewa would grant access to his property for a walk through given all parties would benefit greatly.

Given time constraints, we currently scheduled the visit for Wednesday, October 9 at 4:00 PM at the home of Joel and Debra Major at [REDACTED] Okemos, MI.

We will gladly reschedule as needed. For the site visit, we will walk the neighborhood and make our way to Dobie Road and the property in question.

We certainly hope many of you are able to attend. We look forward to walking our neighborhood with you so you may have first-hand knowledge of this area.

Please contact Deb Major with any questions and to RSVP [REDACTED] or by email at [REDACTED] at [REDACTED]

Sincerely,

Debra Major

cc:

Peggy Anderson [REDACTED]

David Bueche [REDACTED]

Steve & Kim Karlzen [REDACTED]

Dave & Kris Kloc [REDACTED]

John Leone [REDACTED]

Gordon and Katie Love [REDACTED]

Joel & Debra Major [REDACTED]

Michael & Gia McIntosh [REDACTED]

Wayne Popard [REDACTED]

Brad & Esther Shaw [REDACTED]

From: [Tim Schmitt](#)
To: [Tim Schmitt](#)
Subject: Another few Moments of Gratitude
Date: Monday, September 30, 2024 5:07:44 PM

Happy Monday everyone!

Passing along a couple of nice notes I've gotten over the course of the last week or so. As always, keep on doing amazing work and pass along anything I need to hear about and I'm happy to share it amongst everyone. Keep being awesome and generating these positive comments!

>>>>

A big thank you to everyone who made the meridian electronics recycling event happen. We were able to pull so many items that will benefit our LCC Youth Program robotics class this summer.

>>>>

(Note from me: The Electronics recycling this year was huge and super well run. Kudos to all!)

>>>>

I just wanted to pass on that I have never seen the upkeep and lawn service look so good at the cemetery as it does this year. Since we have been living in this part of the Township, now over 20 years, we have never seen it look so good. The grass looks good and everything is trimmed and neat, including all areas around grave markers. Even the sidewalk on Mt. Hope is clean and neat and edged. When Kathy and I walk, we often go thru the cemetery to get in extra steps. In fact, on one occasion when we were walking, a worker was blowing the debris off the sidewalk. When he saw us, he stopped and let us pass before resuming his work. Very thoughtful. All in all, whoever is performing the work appears to be doing an excellent job, best in over 20 years.

Please feel free to pass this on to the workers. It sure helps to improve the sightliness of the community and shows a level of respect for all those that have gone before us. Also and obviously, these workers take pride in their work.

>>>>

Tim

Timothy R. Schmitt, AICP

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

schmitt@meridian.mi.us

W 517.853.4506

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us

From: Okelly, Barbara Ann <[REDACTED]>
Sent: Tuesday, October 1, 2024 2:43 PM
To: Board <Board@meridian.mi.us>
Cc: Margaret Frisch <[REDACTED]>; Ralph Frisch <[REDACTED]>; Steve Vagnozzi <[REDACTED]>;
[REDACTED]; jean mcdonald <[REDACTED]com>; [REDACTED]; Beth Ann
Bechtel <[REDACTED]>; Courtney Wisinski <[REDACTED]>
Subject: Interpreting the results of the Community Survey

Greetings:

I would like to encourage the Township Board to be cautious in interpreting the results of the Community Survey. I say this based on the training for my Ph.D. and subsequently designing, conducting, and analyzing several large-scale surveys.

At one of the first “Listening Sessions” nearly a year ago, a question was asked about the planned methodology for the survey. Then-township manager Frank Walsh explained that a high return rate was not being sought, that the Board was primarily interested actively engaged in the community and wanted their voices heard. This is a perfectly valid reason for conducting a survey, but the results should not be interpreted as accurately representing the whole community.

For example, from the Board Packet for the September 17 meeting, Building Inspection was rated below average by virtually every demographic group. Even though the number of respondents rating that service is probably small and not representative of Meridian Township’s whole adult population, the Board certainly would be justified in taking a closer look at how whether the Building Inspection service needs to be improved.

But it seems that community-
the sample size had been 500 households, 392 would be an acceptable return rate—nearly 80 percent. Eighty percent is an acceptable return rate when rigoro
can be made based on the results. From a sample of 2,000 households, though, 392 is a completion rate of less than 20 percent, not a satisfactory basis for important decisions.

community center (if desired activities were offered), these 280 households are only 14 percent of the total sample. The other 86 percent had the opportunity to express a need for a community center and chose not to do so. And only 50 percent of the completers indicated a willingness to be taxed for a center—only about 10 percent of the sample. The actual feelings of our total township population may be more favorable than these low estimates, but building a multi-million dollar facility based on these dubious survey results does not seem prudent.

I will be urging the Senior/Community Center Task Force to undertake a rigorous needs assessment as soon as possible. If your approval is necessary for this expediture, I hope you will grant it without any delays.

I would be happy to discuss this further or answer any questions you may have. Thank you for your consideration.

Respectfully,

Barbara O'Kelly (she/her)

[REDACTED]

Okemos, MI 48864



FOR IMMEDIATE RELEASE
October 3, 2024

CONTACT: Curt Squires, Lieutenant
517.853.4800 | squires@meridian.mi.us

Meridian Township Police Announce Halloween Open House
Family Friendly Activities Offered for Spooky Fun

MERIDIAN TOWNSHIP, MI — On Saturday, October 26, 2024, the Meridian Township Police Department will host its annual Halloween Open House from 10 a.m. to 1 p.m. Visitors can tour the Police Department building at 5151 Marsh Road, visit with McGruff the Crime Dog, sit in a patrol car, see the police canine and have a chance to win prizes.

“Our annual Halloween Open House is a great way to emphasize the fun of Halloween for the youngsters as well as an opportunity for all community members to meet with our staff, tour the police building and just have a great time”, commented Lieutenant Curt Squires. Halloween treats of cider and donuts will be served. Youngsters will receive a candy bag and glow stick to use for their evening trick-or-treating fun. There is no charge for this event and costumes are encouraged!

###

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.



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CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

NOTICE OF EARLY PROCESSING

ABSENT VOTER COUNTING BOARD

DATE: Monday, November 4th, 2024

**Meridian Charter Township
Notice Of Early Processing and Tabulation
Absent Voter Counting Board
November 5, 2024, Presidential Election**

PLEASE TAKE NOTICE that early processing and tabulation of Absent Voter Ballots by Meridian Township for the November 5, 2024, Presidential Election will take place on Monday, November 4th from 8:00am to 6:00pm in accordance with MCL168-765a-amended.

The early processing and tabulation Absent Voter Counting Board will consist of 40 Election Inspectors and will convene at 2630 Bennett Rd, Okemos, MI 48864.

**Deborah Guthrie
Township Clerk**



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Special Use Permit #24025

(Panda Express)

MONDAY, October 28, 2024

**CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Special Use Permit #24025 (Panda Express)
Public Hearing**

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, October 28, 2024 at 6:30 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 (phone 517-853-4560) to hear all persons interested in a special use permit request. Panda Express is proposing to construct a drive-through for a new restaurant at the property located at 4990 Marsh Road, Okemos, Michigan, 48864. The approximate 2.2-acre site is zoned C-2 (Commercial).

Information may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Comments may be sent prior to the public hearing by writing to the Planning Commission, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, by phone at phone 517-853-4560, or by email at shorkey@meridian.mi.us. Comments may also be given in person at the public hearing.

Publish: City Pulse
October 9, 2024

Deborah Guthrie
Township Clerk

1 Affidavit, please



FOR IMMEDIATE RELEASE
October 10, 2024

CONTACT: Abigail Tithof, Human Resources Director
517.853.4210 | tithof@meridian.mi.us

Meridian Township Posts Township Manager Position
Amy Cell Talent, LLC Accepting Applications Through October 30

Meridian Township, MI – Meridian Township is conducting a national search for its next Township Manager and will accept applications through October 30, 2024.

The Meridian Township Manager leads a staff of approximately 170 employees, managing operations, services, and strategic initiatives. Essential functions of this role include coordinating internal operations, maintaining government relations, addressing resident and business concerns, and collaborating with other local or regional stakeholders.

“Meridian Township is a dynamic and thriving community, and the Township Board is looking for a Township Manager with a proven track record who will continue our successes and fulfill our lofty goals,” said Township Supervisor Scott Hendrickson. “We are well positioned to attract top applicants from across the country and are looking forward to placing the right person into this role.”

In August of 2024, the Township Board selected Amy Cell Talent, LLC, a recruitment firm based in Ypsilanti, Michigan, to carry out the search. For more information about the job posting, visit <https://amycelltalent.com/job-seekers/browse-job-postings/> and select the Township Manager position at the bottom of the webpage.

The Township Board will set a date for candidate interviews at their October 15, 2024, regular meeting.

Meridian Township will continue to provide updates throughout the search for its next Township Manager. To find updates on the search, visit www.meridian.mi.us/news.

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9.B

**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

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

ALTERNATE MOTION:

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

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
Tuesday, October 1, 2024, 6:00 pm

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

ABSENT: Trustee Sundland

STAFF: Interim Manager Schmitt, Chief Grillo, Director Tithof, Deputy Manager Opsommer,
Director Clark, Director Wisinski, and Director Ianni

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the October 1, 2024, Regular Township Board meeting to order at 6:01 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

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

Trustee Sundland absent.

4. PRESENTATION

A. Introduction of New Police Officer-James Spenser

Chief Grillo presented our newest Police Officer James Spenser. He is from Virginia and served five years in the Marine Corps, next he went to Michigan State University to study International Relations. At MSU, he joined the National Guard and was referred to Meridian Township through a current Sergeant. Mr. Spenser worked in our Police Records shortly before attending the Washtenaw Police Academy. James resides with his family in Howell.

B. 2024 Community Survey Results-William Saintarmour, Colbalt Community Research

Director Clark introduced William Saintarmour, Director of Colbalt Community Research. He presented the results of the 2024 survey and why research matters. The goals of the survey include strategic planning, overall satisfaction and assisting with policy decisions. The 2024 survey was compared against the 2021 baseline survey measures. The overall score of the survey was 78 and consistent statistically with 2021. The things residents like about the community include the feeling of safety, being close to MSU and the schools. They would like to see more development downtown, better roads, more accessibility for bikes and disabled persons, Community Center/pool, more music and diversity in dining. Respondents want to see online permitting. Amenities people would like to see included more green space,

Community Center and more accessibility. 70% said they would use a Community Center and 50% said they would fund a community center through a millage.

It was a random survey based on 2,000 voters. Two mailings were done in July and August. People could respond via paper or online. 392 responded. Folks not included in the random survey also had a chance to participate online and had a similar responses to that of the random sample.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:26 pm.

Barb O'Kelly, Township resident and Advisory Board for the current Senior Center, shared her background and experience on survey research. She summarized an email she sent to the Board and urged the Board to not consider this community survey as representative of the entire community.

Supervisor Hendrickson closed comments from the public at 6:30 pm.

6. INTERIM TOWNSHIP MANAGER REPORT

Interim Manager Schmitt gave updates about the following:

- Held successful electronic recycling event. Thanks to the great volunteers.
- All the local road paving is complete for this year. Paving three of the Parks' parking lots.
- Heritage Festival will be held on Saturday from 10:00am-4:00pm.
- Fire Open House on Sunday from 10:00am-2:00pm.
- Phase 2 of the MSU to Lake Lansing trail is open from Grand River Avenue to the Service Center on Okemos Road.
- Community Block Grant for Homeowner Improvement Project is doing a mailing to targeted neighborhoods for low interest loans from the State to do home improvements. Contact the township if you receive the mailing and are interested in participating.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Clerk Guthrie stated that the township does not yet have the new "I voted" stickers from the State. Absentee voters can go to the State of Michigan website and click on the upper left hand corner on the absentee voter notification sign up link. Sign up at Michigan.gov/vote to receive updates about the processing of your absentee ballot. Thanks to the Police Department, Interim Manager Schmitt and Deputy Manager Opsommer for working on all the voting security needs for the township. Attended the Friends of the Okemos Library meeting last week and they have the following events coming up at the Okemos Library and you can sign up at cadl.org:

- Guardians of Michigan presentation on Tuesday, October 8th
- Mud Lake Haslett presentation on Wednesday, October 16th

Attended the Tri-County Regional Planning Commission meeting last week for the first time. Discussed the Moving Mid-Michigan Transportation Plan. They will be at the Meridian Farmers' Market on Saturday, October 2nd doing public outreach. Mailed over 13,000 absentee ballots.

Treasurer Deschaine stated that he has been elected to the Michigan Townships Association Board of Directors. Sunday was the Autumn Classic that benefits Area 8 Special Olympics and mentioned the great work of volunteers at this event and throughout the community.

Supervisor Hendrickson mentioned he attended the Okemos Homecoming Parade. The inaugural reconstituted Senior/Community Center Task Force meeting was held on Tuesday, September 24th. He stopped by the banquet Parks held to thank their volunteers and attended a meeting with Michigan State University.

8. APPROVAL OF AGENDA

Trustee Wilson moved to approve the Agenda. Supported by Trustee McCurtis.

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

NAYS: NONE

Motion carried: 6-0

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the agenda.

Trustee Wilson moved to approve the Consent Agenda. Supported by Trustee Trezise.

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

NAYS: NONE

Motion carried: 6-0

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

A. ARPA Funding Reallocation

Interim Manager Schmitt stated as we are approaching the end of the calendar year, we need to allocate the remaining ARPA dollars. He proposed to invest \$262,850 of the remaining funds to replace the water main that has failed that serves Chili's and Olive Garden. Secondly, he proposed to invest the remaining balance of funds in the 2025 Local Road Program. This investment would be \$226,711.09 to allow the Township to reconstruct approximately .5-.6 more miles of roadway.

Trustee Deschaine moved to reappropriate the Township remaining ARPA assets, and all additional interest revenue that is generated, as follows with any unspent funds as of December 31, 2024 being appropriated to the 2025 Local Road Program. Supported by Clerk Guthrie.

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

NAYS: NONE

Motion carried: 6-0

B. 3rd Quarter Budget Amendments

Director Ianni presented the 3rd quarter budget amendments. The largest item is the fire truck of \$950,000. Other items that had overages include personnel, drain projects, paving at Marshall Park and Ted Black Woods. Interest rates are still high and showing positive variances throughout all the funds. The ARPA dollars have been reallocated based on tonight's discussion.

Trustee Wilson confirmed that the \$950,000 will be restricted in the Motor Pool Fund for the fire truck. These funds will be paid on delivery of the truck in December.

Trustee Trezise moved to approve the attached 2024 3rd quarter budget amendments with a decrease in budgeted fund balance for the General Fund in the amount of \$866,968 which projects a use of fund balance of \$1,588,365. Based on 2024 results, the projected fund balance at December 31, 2024, will be \$10,764,158 including a reduction of \$124,494 in transfer from the General Fund to the Local Roads Program. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 6-0

C. Resolution to Authorize Issuance of General Obligation Unlimited Tax Bonds, Series 2024

Deputy Manager Opsommer reviewed the resolution to authorize the final years of the road bonds. This will be for the 2026, 2027 and part of 2028 construction seasons and will conclude the first 10 years of the road millage. The remaining amount is \$10,239,532. There is a target of issuing the bonds on November 21st.

Trustee Wilson moved to suspend the rules to take up the Resolution to Authorize Issuance of General Obligation Unlimited Tax Bonds. Supported by Treasurer Deschaine.

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

NAYS: NONE

Motion carried: 6-0

Trustee Wilson moved to approve the resolution to authorize issuance of general

obligation unlimited tax bonds, series 24, in the amount of \$10,239,532. Supported by Trustee McCurtis.

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

NAYS: NONE

Motion carried: 6-0

D. Transportation Commission Dissolution

Interim Manager Schmitt mentioned that the Commission began to review Redi-Ride and developed into the Transportation Commission. Treasurer Deschaine stated the Commission has done great work as is evident by the community survey results and it has served its purpose. Trustee McCurtis agreed. CATA will continue to give regular updates to the Township Board instead of the Transportation Commission.

Trustee McCurtis moved to formally dissolve the Transportation Commission and thank all current and former members for their service. Supported by Treasurer Deschaine.

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

NAYS: NONE

Motion carried: 6-0

E. Police Department Contract with Michigan State University

Interim Manager Schmitt stated the contract is the same as was presented at the last meeting and he is recommending approval. The contract provides for the township to receive payment in a timely fashion for police services rendered at large university events like football games.

Trustee Wilson Motion to approve the Master Service Agreement for Law Enforcement Services between Michigan State University and Meridian Township for a period of three years and authorize the Supervisor to sign the contract. Supported by Trustee McCurtis.

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

NAYS: NONE

Motion carried: 6-0

Entered Recess at 7:14pm

Back in Session at 7:21pm

F. Township Manager Search Process

Supervisor Hendrickson introduced Barbie Sigers from Amy Cell Talent to present the draft job posting and schedule that has been created. She reviewed the tentative dates of the schedule which includes posting for 30 days ending October 30th, then conducting the background searches, phone screens, candidate surveys and distribute the 7-9 final candidates' information to the Board on November 5th. The Board would examine the final candidates in a closed session on November 12th and schedule interviews with 3-5 candidates on November 21st or December 2nd.

Barbie Sigers passed around an updated posting which includes the following sections: strengths of the township, about the role, key challenges/issues, and about you. She emphasized that this is a marketing piece and they are trying to get the largest pool of applicants and narrow it down through screening.

Treasurer Deschaine suggested to change the second bullet that says "Is a financially strong community that has had 11% growth according to the 2020 Census" into two statements "Is a financially strong community which represents 22% of all the taxable value of all of Ingham County. Is a dynamic community that has had 11% population growth according to the 2020 Census." Regarding the role of the Township Manager, second sentence, "...collaborative relationship with the Township Board, add a comma, and "manage the Staff." Under key responsibilities, where it says "oversee the daily operation" change to "supervises the daily operations." Third bullet rather than saying "supervises" change it to "manages". Clerk Guthrie suggested instead of "managing the Staff" change to "leading the Staff."

Clerk Guthrie stated she feels that the job posting is getting buried in the marketing piece. The flyer about the Township has many redundancies and contradictions. She suggested it be a one page flyer about the Township and the top of the second page what we are looking for in a Township Manager.

Supervisor Hendrickson mentioned that the document should be run through our Communications Department to insure it meets brand standards. He agrees that the job posting piece needs lots of work and we need to state specific requirements.

Barbie Sigers stated that they are willing to go back and rework the job posting, but they typically do not post the number of years of experience necessary.

Trustee Trezise discussed he has been a part of many search processes in the past and agreed that the posting is missing what we expect for minimum qualifications. He suggested that the following be added at a minimum "significant experience in a high level management position in a municipal organization." He mentioned that it is confusing to say Williamston and East Lansing are a part of Meridian Township because they are not. They are as it relates to addresses and school districts.

Trustee Wilson suggested that the public health degree be removed from the posting. She stated the posting is poorly written and redundant. The assets and strengths portion needs to be reworked. There is too much focus on the Parks and it should lead with the other items listed.

Trustee McCurtis stated that the about you section was very confusing and does not think that needs to be in the posting.

Treasurer Deschaine suggested we have a Board subcommittee consisting of Trustee Wilson, Clerk Guthrie and Trustee Trezise rewrite the posting in the next few days and approve it to allow us to stay on the schedule and not need to wait until the next Board meeting to approve the posting. There was agreement on this and to include Human Resources Director Tithoff and the Communications Team.

Trustee Wilson mentioned there is no meeting scheduled for November 5th, the date the Board is to receive the candidates, Ms. Sigers stated the Board will receive the information electronically via a spreadsheet with links to the applications.

Treasurer Deschaine moved to approve the manager search process timeline and job posting as amended by the subcommittee of the Board. Supported by Trustee McCurtis.

VOICE VOTE

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

NAYS: NONE

Motion carried: 6-0

Barbie Sigers mentioned she would like to discuss the salary range. Treasurer Deschaine mentioned \$170,000-\$225,000 range would appeal to candidates. Trustee Wilson state the former Township Manager was making \$160,000 with over 17 years of experience. Clerk Guthrie mentioned the former Manager also had many incentives. Discussion was had about incentives and that would be a contract negotiation. Trustee Trezise suggested an initial salary range \$160,000-\$185,000 that includes benefits. Trustee Wilson mentioned that Amy Cell Talent has access to the salary ranges for other similar sized communities. Supervisor Hendrickson mentioned we set the salary range of \$160,000-\$190,000 or \$195,000. There was agreement on this range for the job posting. Discussion of trying to stay as close to the timeline as possible and possibly posting the job for 3 weeks versus 4 weeks.

G. USBGN Proposal to Change the Name of Lake Lansing to Pine Lake

Deputy Manager Opsommer presented the proposal to change the name of Lake Lansing to Pine Lake. The Lake Lansing Advisory Board did vote unanimously to reject the proposal. The Lake Lansing Property Owners Association voted to not support the proposal unanimously.

Trustee Wilson moved to reject the US Board on Geographic Names' proposal to change the name of Lake Lansing to Pine Lake. Supported by Treasurer Deschaine.

VOICE VOTE

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

NAYS: NONE

Motion carried: 6-0

13. BOARD DISCUSSION ITEMS

A. Community Survey Results

Director Clark noted we had almost 10 residents use the visual assistant when completing the survey which was much higher than 2021. Treasurer Deschaine discussed the downward trend lines of the economy and police services. He did not think these were surprising given just coming out of the pandemic and the fact we have been short staffed Police Officers. The other trends look to be going in a good direction. He suggested the Community/Senior Center Task Force consider doing a needs assessment for the Center to drill down to what people would like to see.

Trustee Wilson commented that most people who completed the survey were elderly and had trouble getting around. The weighting was done by ethnicity, as in 2021, rather than age. Meeting the needs of young adults seemed to be lower than older adults.

Trustee McCurtis asked how we can attract more younger and diverse people to take the survey. Mr. Saintarmour suggested we may want to use another list instead of the voter list for the next survey. In addition, we can survey more of the younger/diverse people to get a larger result and encourage them to respond through social media or texting. Comments were made about making sure all voices in the Township are heard.

Director Clark mentioned that the timing of the survey with a summer delivery may be challenging with folks traveling and suggested about mailing during the traditional school year time may have a larger result.

Clerk Guthrie asked for bar graph on page 19 (in the packet)/page 17 (in the presentation) be updated for the official Board packet record. Two bars were mislabeled. Mr. Saintarmour will update the labels on the page and crosstabs.

Treasurer Deschaine suggested the Board consider doing the survey again in 2026 and three years may be too long to wait. Trustee McCurtis suggested working with the schools may be a way to get a broader sample of diversity.

B. Williamstown Township Police Agreement

Chief Grillo stated that since 2011 we have provided police services to Williamstown Township. Every three years we go through a review of the contract. Chief and Interim Manager Schmitt met with Williamstown Township and they are pleased with the services we offer them and would like to enter into another three year agreement. A change in the upcoming agreement would be to increase our service hours from 40 hours per week to 60 hours per week provided our staffing levels stay at 37 solo performing officers. Another change for 2025 will be a 13% increase in the wages to match the increase given through the police recruitment and retention program and an additional 3% increase for 2026 and 2027. The Williamstown Township Board will be discussing this next week at their meeting.

Supervisor Hendrickson asked that Chief provide data on how many calls for service we receive outside of the hours that we have patrols there. He supports the wage increase for the upcoming contract along with the staffing level requirements.

C. Amendment to Interim Township Manager Contract

Supervisor Hendrickson discussed the need to update the original contract because it had an end date of November 21st and based on the search timeline discussed tonight this

deadline will not be met. The Township attorneys have drafted an update which eliminates the end date of the contract. There seems to be agreement to this amendment and to bring it back for consent at the next Board meeting.

D. Memorandum of Understanding with Okemos Public Schools for Meridian Senior Center

Interim Manager Schmitt explained that during the original Senior Center Task Force discussion we realized that an agreement with the Schools had never been codified since 2011. The intention is just to get the agreement into writing. Superintendent Hood has the draft agreement to review with his Board. Clerk Guthrie asked when was the millage established. Supervisor Hendrickson stated that the Community Services Millage was renewed in August 2022 to be used for senior citizen programs, senior center recreation and human services throughout the township. Discussion was had regarding providing money for staffing versus programming. The staff that work at the senior center are Okemos Public School employees and the Township pays the operating costs for the senior center of \$140,000 plus \$15,000 of capital funds. Interim Manager Schmitt clarified that when the millage was approved by the Township Board it directed that 57% of the funds go to the senior center, 27% to parks and recreation and 16% to human services.

14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened comments from the public at 9:02 pm

Barb O'Kelly, Township resident and Advisory Board for the current Senior Center, thanked Treasurer Deschaine for suggesting a formal needs assessment be done for the senior center and suggested the Board work to get that going as soon as possible. She requested the cross tabs from the community survey be given in excel format rather than pdf to pull out comments made by specific demographic groups.

Supervisor Hendrickson closed comments from the public at 9:06 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Treasurer Deschaine mentioned there is a Meridian Township opening on the Capital Area Transportation Authority (CATA) Board. If you are interested in serving, please submit a public service application.

16. ADJOURNMENT

Treasurer Deschaine moved to adjourn. Seconded by Trustee Wilson.

VOICE VOTE

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

NAYS: NONE

Motion carried: 6-0

The meeting adjourned at 9:07 pm.



9.C

To: Board Members
From: Dante Ianni, Finance Director
Date: October 15, 2024

Charter Township of Meridian
Board Meeting
10/15/2024

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

COMMON CASH	\$	949,524.57
PUBLIC WORKS	\$	34,081.22
TRUST & AGENCY	\$	301,200.09
TOTAL CHECKS:	\$	1,284,805.88

CREDIT CARD TRANSACTIONS		
09/25/2024 to 10/08/2024	\$	18,769.75
TOTAL PURCHASES:	\$	<u>1,303,575.63</u>

ACH PAYMENTS	\$	<u>7,604,700.49</u>
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DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 10/15/2024 - 10/15/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. A T & T	SEP 28 - OCT 27 2024 - INTERNET M1	195.25	
2. ABBEY GORDON	REIMB MCOLES TRAINING SUPPLIES	191.87	
3. ABONMARCHE	2024 LOCAL ROAD PROGRAM ENGINEERING & INSPECTION C	6,674.44	
	2025 LOCAL ROAD PROGRAM ENGINEERING & INSPECTION C	9,490.96	
	TOTAL	16,165.40	
4. AMERICAN RENTALS	9/21/24 TO 10/21/24 - TRANSFER STATION PORTABLE TO	85.00	
5. AT & T	SEP 2 - OCT 1 2024 - TELEPHONE MALL 51734717102014	51.28	
	SEP 2 - OCT 1 2024 - TELEPHONE P1 51734742859240	144.56	
	SEP 2 - OCT 1 2024 - TELEPHONE F1-3 51734760215648	413.84	
	SEP 2 - OCT 1 2024 - TELEPHONE P1 51734768261735	55.81	
	SEP 2 - OCT 1 2024 - TELEPHONE S1 51734797052196	57.28	
	TOTAL	722.77	
6. AUTO VALUE OF EAST LANSING	WATER UNIT 7 - FLEET REPAIR PARTS	74.99	
	UNIT 612 - FLEET REPAIR PARTS	149.99	
	UNIT 724 - FLEET REPAIR PARTS	73.49	
	UNIT 612 - FLEET REPAIR PARTS	17.89	
	UNIT 728 - FLEET REPAIR PARTS	146.99	
	WATER UNIT 729 - FLEET REPAIR PARTS	146.99	
	FIRE 150 - FLEET REPAIR PARTS	141.36	
	FIRE UNIT 663 - FLEET REPAIR PARTS	103.78	
	FIRE UNIT 663 - FLEET REPAIR PARTS	92.18	
	SHOP SUPPLIES - FLEET REPAIR PARTS	21.98	
	RETURN OIL/FUEL FILTERS - FLEET REPAIR PARTS	(172.07)	
	PARKS UNIT 87 - FLEET REPAIR PARTS	387.63	
	PARKS UNIT 87 - FLEET REPAIR PARTS	91.56	
	SHOP SUPPLIES - FLEET REPAIR PARTS	221.90	
	SHOP SUPPLIES - FLEET REPAIR PARTS	53.88	
	SEWER UNIT 31 - FLEET REPAIR PARTS	20.16	
	CREDIT CALIPER/BRAKE HOSE - FLEET REPAIR PARTS	(39.28)	
	UNIT 612 - FLEET REPAIR PARTS	26.98	
	FIRE UNIT 138 - FLEET REPAIR PARTS	80.94	
	FIRE UNIT 701 - FLEET REPAIR PARTS	101.22	
	PARKS UNIT 57 - FLEET REPAIR PARTS	156.99	
	TOTAL	1,899.55	
7. BARYAMES CLEANERS	9/16/24 TO 10/16/24 POLICE UNIFORM CLEANING	613.43	
8. BINGHAM ARS INC	ARBITRAGE REBATE COMPL, BOND YRS 1 & 2 - 8/30/22 T	2,900.00	113163
9. BOUNDTREE MEDICAL	ORDER #105599425 - ACCT #102267- MEDICAL SUPPLIES	328.69	
10. BOYNTON FIRE SAFETY SERVICE	FIRE EXTINGUISHER SERVICE & REPAIR	430.00	
11. BRIAN SHORKEY	REIMB MAP CONF 9.25.24 TO 9.27.24	549.26	
12. BRIDGET CANNON	SEPTEMBER 2024 MILEAGE REIMBURSEMENT	30.82	
13. BULL ENTERPRISES	SEPT 2024 - JANITORIAL SERVICES FOR TOWNSHIP BUILD	8,867.00	
14. CAITLIN SCHNEIDER	FARMERS MARKET 50TH ANNIVERSARY MURALS	5,667.00	
15. CDW	2 OF 4 IPADS - ORDER #1CFSMLT - ACCT #6533836	1,794.76	
	2 OF 4 IPADS - ORDER #1CFSMLT - CUST #6533836	1,794.76	
	TOTAL	3,589.52	

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16. CINTAS CORPORATION #725	9/25/24 - MECHANICS UNIFORMS	52.93	
	10/2/24 - MECHANICS UNIFORMS	52.93	
	TOTAL	105.86	
17. CITY OF EAST LANSING	7.1.24 TO 9.30.24 - MEP PERMIT REVENUE TO CITY OF	66,062.13	
18. CITY PULSE	9/1/24 TWP NOTICES	135.05	
19. CMP DISTRIBUTORS INC.	ACCT #1281 - TRAINING TARGETS	630.00	
20. COMCAST	OCT 16 - NOV 15 2024 - INTERNET + TV F1	164.85	
	OCT 20 - NOV 19 2024 - TV F1	10.67	
	TOTAL	175.52	
21. CREATIVE FINANCIAL STAFFING LLC	TEMP STAFFING SERV - UB WK END 9/29/2024	1,489.64	
	TEMP STAFFING SERV - UB WK END 10/06/2024	1,483.28	
	TOTAL	2,972.92	
22. CRYSTAL FLASH	ACCT #97833 - FLEET FUEL	15,841.09	113158
23. CULLIGAN WATER CONDITIONING	9/27/24 WATER SOFTENER SALT HNC	25.00	
24. CUMMINS INC	REPAIRS TO ENGINE 91	1,419.88	
25. D & K TRUCK CO	FIRE - REPAIR PARTS UNIT 138	101.65	
26. DAYSMART RECREATION	DAYSMART RECREATION ANNUAL SUBSCRIPTION	2,833.43	
27. DETROIT SALT CO	2024 BULK ROCK SALT	3,606.96	
28. DEWOLF AND ASSOCIATES	FTO TRAINING - VANDERMOLEN/COLE/ACKER	2,535.00	
29. EASYVOTE SOLUTIONS INC	11/19/24-11/18/25 - EASYPOLLWORKER SUBSCRIPTION	2,700.00	
30. ELECTRICAL TERMINAL SERVICE	PARKS - UNIT #724 - ULTRA THIN 4.5 INCH GREEN/AMBE	523.80	
31. FAHEY SCHULTZ BURZYCH RHODES PLC	RED CEDAR FLATS (MTT 24-002436) - LEGAL FEES	130.00	
	TRANSEND PROPERTIES (MTT 24-001887) - LEGAL FEES	477.50	
	LTG NORTHVIEW (24-002640) - LEGAL FEES	497.50	
	MORY ENTERPRISES LTD (23-002659) - LEGAL FEES	535.00	
	WAL-MART (24-0012640 - LEGAL FEES	445.00	
	EMPLOYMENT AGREEMENT - LEGAL FEES	90.00	
	(24-CV-750) - LEGAL FEES	1,305.00	
	FIRE TRUCK - LEGAL FEES	2,555.00	
	ZBA WORKSHOP - LEGAL FEES	20.00	
	POLICY RESEARCH & DRAFTING - LEGAL FEES	1,215.00	
	PUBLIC WORKS - LEGAL FEES	517.50	
	COMMUNITY PLANNING & DEVELOPMENT - LEGAL FEES	246.08	
	HR LABOR - LEGAL FEES	1,438.36	
	MANAGER - LEGAL FEES	1,507.69	
	PUBLIC WORKS - LEGAL FEES	499.10	
	TWP BOARD - LEGAL FEES	31.19	
	CONTRACT REVIEWS - LEGAL FEES	2,027.58	
	TOTAL	13,537.50	
32. FEEDERS SUPPLY COMPANY LLC	CUSTOMER #0902058 - K9 DOG FOOD	72.99	
	CUST #0902058 - K9 DOG FOOD	134.66	
	TOTAL	207.65	
33. FIRST COMMUNICATIONS	SEPT 2024 - TELEPHONE LINES 3142216	55.49	

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Vendor Name	Description	Amount	Check #
34. FORESIGHT GROUP	WATER BILLS 10/04/2024 AND POSTAGE	1,554.62	
	MOTOR POOL - POLICE - GRAPHICS - 3 UNITS	3,498.96	
	TOTAL	5,053.58	
35. FRANK LOWDEN WALSH	10/15/2024 - CONSULTING CONTRACT SERVICES	9,278.25	
36. GANNETT MEDIA CORP	LEGAL ADS 8/18/2024	567.15	
37. GOODYEAR COMMERCIAL TIRE	MOTOR POOL - FIRE - UNIT #150- TIRES	3,229.69	
38. GRANGER	ACCT #2827380 10/1/2024 - SEASONAL TRASH SERVICE I	364.96	
39. HAMMOND FARMS	PRO-SOIL LAWN MIX - PARKS AND PATHWAY MAINTENANCE	38.00	
40. HASLETT-OKEMOS ROTARY	HAMEL - ROTARY DUES 2024 (2ND, 3RD, 4TH QTR)	470.00	
41. JOES BODY SHOP INC	WATER UNIT 729 - PAINT REPAIRS	286.72	
42. JOHN HECKAMAN	FALL CONFERENCE REIMBURSEMENT	246.32	
43. JOHN HINES	REIMB 2024 CODE OFFICIALS CONF 9/23 TO 9/27	400.51	
44. JOHNSON SIGN COMPANY	REPLACEMENT SIGNS FOR PSB	320.00	
45. JUNGLE JANE PROMOTIONS	FARMERS MARKET 50TH ANNIVERSARY MERCHANDISE	830.88	
	FARMERS MARKET 50TH ANNIVERSARY MERCHANDISE	227.57	
	FARMERS MARKET 50TH ANNIVERSARY MERCHANDISE	358.56	
	TOTAL	1,417.01	
46. KCI	EARLY VOTING POSTCARD	292.82	
47. LAFONTAINE AUTOMOTIVE GROUP	PARTS TO REPAIR UNIT #729	1,301.61	
	WATER PUMP REPAIRS TO UNIT #7	3,196.94	
	TOTAL	4,498.55	
48. LANGUAGE LINE SERVICES	SEPT 2024 - LANGUAGE INTERPRETING SERVICES	13.65	
49. LANSING COMMUNITY COLLEGE	POLICE ACADEMY TUITION - T. BERMAN/S. HANSON	16,394.00	
50. LANSING UNIFORM COMPANY	SPENCER - UNIFORM ITEMS	54.95	
	SHORT/HELPS - UNIFORM ITEMS	427.65	
	TOTAL	482.60	
51. LAWN STAR GROUP LLC	SEPT 2024 GLENDALE - MOWING	5,023.12	
52. LEXIPOL LLC	7/1/24 TO 12/31/24 - POLICE ONE ACADEMY SOFTWARE	1,879.10	
53. LEXISNEXIS RISK DATA MGT LLC	SEPT 2024 - SEARCH SERVICES	200.00	
54. LOPEZ CONCRETE CONSTRUCTION	2024 CONCRETE REPAIR CONTRACT	121,994.00	
55. MABA	MABA MEETING SPOTLIGHT	200.00	
	MABA ANNUAL DUES	150.00	
	MABA'S ANNUAL EXHIBITION & BIZ SOCIAL	35.00	
	TOTAL	385.00	
56. MEDICAL MANAGEMENT SYSTEMS OF	SEPT 2024 COLLECTION FEE AMBULANCE BILLINGS	7,681.57	
57. MERIDIAN TOWNSHIP RETAINAGE	MIKE & SON - RETAINAGE - MSU TO LAKE LANSING TRAIL	4,581.25	
58. MICHIGAN AMMO INC	AMMUNITION - POLICE DEPT	16,200.00	

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59. MICHIGAN PAVING	2024 LOCAL ROAD PROGRAM CRUSHING AND RESURFACING C	43,251.85	
	2024 MILL & FILL LOCAL ROAD PROGRAM CONTRACT	263,289.00	
	2024 LOCAL ROAD PROGRAM CRUSHING AND RESURFACING C	68,847.90	
	TOTAL	375,388.75	
60. MICHIGAN POLICE EQUIPMENT CO	44 DUTY GUNS AND HOLSTERS	10,057.92	
	FIREARMS AMMO - POLICE	870.00	
	TOTAL	10,927.92	
61. MID MICHIGAN EMERGENCY EQUIPMENT	FIRE - UNIT #725 SUPERVISOR CAR UPFITTING	13,368.19	
62. MIDWEST TREE SERVICE	REMOVAL OF TREES FIRE STATION & LIBRARY	1,708.00	
63. MIKE & SON ASPHALT	MSU TO LAKE LANSING TRAIL PHASE II CONSTRUCTION	96,773.01	113161
64. MOTT COMMUNITY COLLEGE	POLICE ACADEMY TUITION - A. GORDON RECRUIT	5,925.00	
65. MY GREEN MICHIGAN LLC	OCTOBER 2024 COMPOST SERVICE MARKETPLACE	177.00	
66. NATALIE TYNDALL	REIMB DE-ESCALATION TRAINING 8/13 TO 8/15	105.75	
67. NEXSTAR MEDIA INC	ORDER #4508968 - CELEBRATE MERIDIAN FEST - JUNE 20	500.00	
68. ON DEMAND MOSQUITO MAN INC	ROUND 2 OF 2 LIQUID BROADLEAF WEED CONTROL - BUILD	895.00	
	ROUND 3 - WEED CONTROL/FERTILIZER AROUND BUILDINGS	5,510.00	
	TOTAL	6,405.00	
69. OVERHEAD DOOR OF LANSING	N FIRE STATION - 9/20/24 OVERHEAD DOOR REPAIR	496.09	
70. PRINTING SYSTEMS INC	T & A 5/3RD CHKS REPRINT - TREASURER GAVE INCORREC	152.05	
	REPRINT OF PAYROLL CHECKS WITH UPDATED LOGO	191.33	
	TOTAL	343.38	
71. PROGRESSIVE AE	PROF SERVICES THRU SEPT 30, 2024 LAKE LANSING SAD	391.25	
72. PRO-TECH MECHANICAL SERVICES	WORK ORDER 54890 - MUNICIPAL - HVAC REPAIRS	360.00	
	BUILDINGS - 2024 HVAC PM SERVICES	4,206.25	
	TOTAL	4,566.25	
73. PRO-TECH SECURITY SALES	ORDER #SQ3944 - ID PANELS	96.00	
74. PURE GREEN LAWN & TREE	FALLEN TREE REMOVAL AT TWP HICKORY ISLAND PROPERTY	2,000.00	
75. PURITY CYLINDER GASES INC	ACCT 46494 - FEE FOR OXYGEN CYLINDERS	470.27	
76. REDWOOD LANDSCAPING	LRP MULCH RESTORATION - 6259 W REYNOLDS RD	205.00	
77. SPALDING DEDECKER ASSOCIATES	PROF SERV APRIL 29 TO MAY 26, 2024 - 2025 LOCAL RD	14,109.10	
	PROF SERV JULY 29 TO AUG 25 2024 - 2025 LOCAL RD P	24,689.50	
	TOTAL	38,798.60	
78. SPARROW OCCUPATIONAL	SEPT 2024 EMPLOYEE PHYSICALS	352.00	
79. SPARTAN DISTRIBUTORS	REPAIRS TO MOWER UNIT 79	7,671.51	
80. STAPLES	OFFICE SUPPLIES	815.84	
81. SUPREME SANITATION	RECYCLE EVENT 9/21/2024	90.00	
82. T MOBILE	8/21/24-9/20/24 - CELLULAR 517.980.0920	30.23	113159

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Vendor Name	Description	Amount	Check #
83. TEAM FINANCIAL GROUP	SEPT 2024 COPIER CONTRACT	2,552.82	
84. TIM SCHMITT	LUNCH W/E. LANSING BLDG OFFICIALS	44.54	
	REIMB MILEAGE/LUNCH W/TWP SUPERVISOR	53.44	
	TOTAL	97.98	
85. UNITED STATES POSTAL SERVICE	10/10/2024 BULK MAILING - LETTERS - BRD PRINTING	92.27	113162
86. VARIPRO BENEFIT ADMINISTRATORS	2024 RETIREE MEDICARE SUPPLEMENT	16,241.60	
87. VERIZON WIRELESS	AUG 24 2024 TO SEPT 23 2024 - WIRELESS MOBILE SERV	2,324.27	113160
88. WASHTENAW COMMUNITY COLLEGE	FALL 2024 - TUITION - SPENCER	3,153.75	
89. WILDTYPE DESIGN	WILD PLUM PLUGS LAND STEWARDSHIP	454.50	
TOTAL - ALL VENDORS		949,524.57	

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Vendor Name	Description	Amount	Check #
1. BLACKBURN MFG CO	MARKING PAINT - STAKING WATER	595.00	
2. CARL SCHLEGEL INC	TICKETS 1046408, 2086969, 2086971, 2086973 - WATER	2,006.40	
3. EJ USA, INC.	ORDER #20054585 - REPAIR PARTS INVENTORY	4,401.20	
4. FERGUSON WATERWORKS #3386	REPLACEMENT 1 1/2" AND 2" METERS AND R900	15,195.60	
	CUSTOMER INSTALL PARTS AND OPERATING SUPPLIES	1,277.19	
	WATER - CUSTOMER INSTALL PARTS AND OPERATING SUPPL	1,480.84	
	TOTAL	17,953.63	
5. IDC CORPORATION	LIFT STATION CONTROLS MAINT	167.96	
6. MICHELLE ARBRUSTMACHER	RETURN COST OF IRRIGATION METER - ALREADY HAD ONE.	485.00	
7. MICHIGAN PAVING	2024 MILL & FILL LOCAL ROAD PROGRAM CONTRACT	8,000.00	
8. REDWOOD LANDSCAPING	2024 BLUE HAVEN DR WATERMAIN REPLACEMENT - REDWOOD	75.00	
9. VERIZON WIRELESS	AUG 24 2024 TO SEPT 23 2024 - WIRELESS MOBILE SERV	397.03	29841
TOTAL - ALL VENDORS		34,081.22	

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BANK CODE: TA53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. BONITA GAIL BAILEY	2024 SUMMER TAX REFUND - NEMOKE TRAIL	12.66	
2. CORELOGIC CENTRALIZED REFUNDS	HURST - LK LANSING RD - 2024 SUM TAX REFUND	1,458.72	
	CHERISH TRUST - 2024 SUM TAX REFUND	1,758.92	
	TOTAL	3,217.64	
3. INGHAM COUNTY LAND BANK	SUMMER 2024 TAX PAYOUT #1 - DDA.CIA.BRA.ICLB 07.01	297.59	14060
4. INGHAM COUNTY TREASURER-BROWNFIELD	ICLB BRA PAYOUT SUMMER 07.01-09.16.2024 03-181-015	39.31	14061
5. JOHANNA E AQUILINA	33-02-02-04-151-007 - 2024 SUMMER TAX REFUND	146.29	14054
6. MERIDIAN TOWNSHIP BROWNFIELD	BRA #3 ELEVATION PAYOUT #1 07.01-09.16.24	169,196.92	14055
	BRA #5 1619 HASLETT RD PAYOUT #1 07.01-09.16.24	6,814.92	14056
	BRA #6 1619 AMERICAN HOUSE PAYOUT #1 07.01-09.16.2	102,315.35	14057
	TOTAL	278,327.19	
7. MERIDIAN TOWNSHIP DDA	DDA.BRA.ICLB PAYOUT #1 07.01-09.16.24	17,847.74	14058
8. MICHAEL K BUTCHER	2024 SUM TAX REFUND - HIDDEN LAKE DR	1,126.43	
9. STATE OF MICHIGAN	SOR - FULTON W. J.	30.00	
	TAX PAYOUT #1 ICLB TO SSA 07.01-09.16.24 10-376-00	155.24	14059
	TOTAL	185.24	
TOTAL - ALL VENDORS		301,200.09	

Credit Card Report 9/25/2024 - 10/08/2024

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
9/25/2024	LAWRENCE BOBB	\$8.87	THE HOME DEPOT #2723
9/26/2024	LAWRENCE BOBB	\$211.36	THE HOME DEPOT #2723
9/27/2024	LAWRENCE BOBB	\$3.93	THE HOME DEPOT #2723
10/2/2024	LAWRENCE BOBB	\$25.29	THE HOME DEPOT #2723
10/2/2024	TYLER KENNELL	\$153.72	GRAINGER
10/3/2024	TYLER KENNELL	\$68.07	THE HOME DEPOT #2723
10/4/2024	TYLER KENNELL	\$41.56	THE HOME DEPOT #2723
9/27/2024	MICHAEL HAMEL	\$5,959.00	BEMER USA LLC
10/3/2024	MICHAEL HAMEL	\$891.80	SUTPHEN CORPORATION
10/4/2024	MICHAEL HAMEL	\$9.50	USPS PO 2569800864
10/3/2024	KYLE FOGG	\$19.88	THE HOME DEPOT #2723
10/8/2024	RYAN CAMPBELL	\$65.97	KROGER #793
10/3/2024	JACOB FLANNERY	(\$34.28)	WILLIAMSTON SPORT AND
10/8/2024	ASHLEY WINSTEAD	\$25.00	WCAA.ORG
10/2/2024	CHRISTOPHER JOHNSON	\$59.94	MIDWEST POWER EQUIPMENT
9/26/2024	MIKE DEVLIN	(\$152.54)	COSTCO WHSE#1277
9/26/2024	MIKE DEVLIN	\$143.91	COSTCO WHSE#1277
9/26/2024	MIKE DEVLIN	\$164.53	COSTCO WHSE#1277
10/1/2024	MIKE DEVLIN	\$70.00	VSI*FOSTER COMM CTR
10/2/2024	MIKE DEVLIN	\$27.33	FUN EXPRESS
9/30/2024	BRIAN PENNELL	\$25.00	STATE OF MI EMS
9/30/2024	BRIAN PENNELL	\$72.67	THE HOME DEPOT #2723
10/4/2024	BRIAN PENNELL	\$97.04	THE HOME DEPOT #2723
10/7/2024	BRIAN PENNELL	\$50.00	STATE OF MI EMS
9/25/2024	COURTNEY WISINSKI	\$151.58	VAN ATTA'S GREENHOUSE
9/25/2024	COURTNEY WISINSKI	(\$3.79)	GROOVY DONUTS
9/26/2024	COURTNEY WISINSKI	(\$152.14)	COSTCO WHSE#1277
9/26/2024	COURTNEY WISINSKI	\$31.84	BUILDASIGN
9/26/2024	COURTNEY WISINSKI	\$21.67	COSTCO WHSE#1277
9/26/2024	COURTNEY WISINSKI	\$143.53	COSTCO WHSE#1277
9/26/2024	COURTNEY WISINSKI	\$665.71	COSTCO WHSE#1277
9/27/2024	COURTNEY WISINSKI	\$10.58	WAL-MART #2866
9/27/2024	COURTNEY WISINSKI	\$157.75	WAL-MART #2866
9/27/2024	COURTNEY WISINSKI	\$12.44	MEIJER # 025
10/3/2024	COURTNEY WISINSKI	(\$34.11)	BUILDASIGN
10/3/2024	COURTNEY WISINSKI	\$62.13	QUALITY DAIRY#31
10/3/2024	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
10/4/2024	COURTNEY WISINSKI	\$68.57	KEYSTONE PEST SOLUTIONS
9/26/2024	KATIE LOVE	\$15.41	AMZN MKTP US*I255Y14H3
10/2/2024	KATIE LOVE	\$27.96	MEIJER # 025
9/28/2024	TAVIS MILLEROV	\$25.00	STATE OF MI EMS
10/6/2024	TAVIS MILLEROV	\$336.00	SQ *BARKHAM CREEK FARMS
10/6/2024	TAVIS MILLEROV	\$27.93	GFS STORE #1901
9/26/2024	MIKE ELLIS	\$149.99	DUNHAMS 066
9/26/2024	MIKE ELLIS	\$69.94	WAL-MART #2866
9/27/2024	MIKE ELLIS	\$183.90	THE HOME DEPOT #2723
9/30/2024	MIKE ELLIS	\$47.54	THE HOME DEPOT #2723
10/7/2024	STEPHEN GEBES	\$160.00	SQ *MAC MEN COMPUTER & PH
9/25/2024	RICHARD GRILLO	\$18.01	AMZN MKTP US*9C2220SU3
9/25/2024	RICHARD GRILLO	(\$134.91)	AMAZON MARK* ZT5SR95I2
9/26/2024	RICHARD GRILLO	\$99.99	AMAZON.COM*W23GV67N3
9/29/2024	RICHARD GRILLO	\$80.61	AMAZON MKTPL*TP10E46I3
10/3/2024	RICHARD GRILLO	(\$14.99)	AMAZON MKTPLCE PMTS

10/8/2024	RICHARD GRILLO	\$479.90	AMZN MKTP US*CM6CE91H3
10/8/2024	RICHARD GRILLO	\$719.85	AMZN MKTP US*9N27Z1X93
9/27/2024	YOUNES ISHRAIDI	\$729.05	ULINE *SHIP SUPPLIES
9/27/2024	YOUNES ISHRAIDI	\$51.00	STATE MI EGLE MIENVIRO
10/3/2024	YOUNES ISHRAIDI	\$20.00	MTU-CASHIERS OFFICE WEB
10/3/2024	YOUNES ISHRAIDI	\$10.00	MTU-CASHIERS OFFICE WEB
10/7/2024	YOUNES ISHRAIDI	\$10.00	MTU-CASHIERS OFFICE WEB
9/25/2024	MICHELLE PRINZ	\$26.98	ASANA.COM
9/26/2024	MICHELLE PRINZ	\$58.80	AMAZON MKTPL*F11KQ82B3
9/28/2024	MICHELLE PRINZ	\$41.38	AMAZON MARK* X31U89H93
9/27/2024	MICHELLE PRINZ	\$27.35	USPS PO 2569800864
9/27/2024	MICHELLE PRINZ	\$101.99	AMZN MKTP US*AX45Y1GL3
10/2/2024	MICHELLE PRINZ	\$13.70	AMZN MKTP US*HL8FR4VU3
10/7/2024	MICHELLE PRINZ	\$69.98	AMAZON MKTPL*U89516TM3
10/7/2024	MICHELLE PRINZ	\$46.14	AMAZON.COM*F730C4Y13
9/28/2024	CATHERINE ADAMS	\$280.05	AMAZON MKTPL*7Q17G47X3
10/1/2024	CATHERINE ADAMS	\$89.99	AMZN MKTP US*WW2YP0YP3
10/7/2024	CATHERINE ADAMS	\$2,948.36	MENARDS LANSING SOUTH MI
9/25/2024	ED BESONEN	\$100.00	ANN ARBOR ARMS LLC
9/25/2024	ED BESONEN	\$100.00	ANN ARBOR ARMS LLC
9/25/2024	ED BESONEN	\$55.00	SAFE KIDS WORLDWIDE
9/29/2024	ED BESONEN	\$469.01	HOLIDAY INN EXPRESS
9/27/2024	BART CRANE	\$68.85	MICHIGAN NOTARY SERVICE
10/2/2024	DANIEL OPSOMMER	\$376.25	TITANHQ
9/25/2024	SAMANTHA DIEHL	\$47.05	FACEBK *9YCQ5CCCJ2
10/2/2024	SAMANTHA DIEHL	\$114.84	FEDEX OFFIC40600004069
10/5/2024	SAMANTHA DIEHL	\$50.00	FACEBK *8YWSVCQBJ2
10/7/2024	SAMANTHA DIEHL	\$6.85	FACEBK *3QKEDDGCJ2
9/30/2024	ALLISON GOODMAN	\$20.45	MEIJER # 253
10/4/2024	ALLISON GOODMAN	\$32.99	FEEDERS SUPPLY COMPANY #4
10/4/2024	ALLISON GOODMAN	\$22.33	MEIJER # 253
9/25/2024	DAN PALACIOS	\$127.48	DUNHAMS 066
9/26/2024	DAN PALACIOS	\$364.56	THE HOME DEPOT #2723
10/3/2024	ROBERT MACKENZIE	\$250.00	SCHRAM AUTO PARTS
10/6/2024	ROBERT MACKENZIE	\$369.90	AMAZON MKTPL*IK5GP4GE3
10/2/2024	CURT SQUIRES	\$230.00	A1 DETAILING & CUSTOMS
TOTAL		\$18,769.75	

ACH Transactions

Date	Payee	Amount	Purpose
9/30/2024	Wageworks	\$ 93.00	Employee Health Savings
10/1/2024	Fifth Third Bank	\$ 2,000,000.00	Transfer from Horizon to 5/3rd - Public Works AC
10/1/2024	Fifth Third Bank	\$ 5,000,000.00	Transfer from Horizon to 5/3rd - General Fund AC
10/2/2024	Blue Care Network	\$ 16,330.69	Employee Health Insurance
10/4/2024	Alerus	\$ 54,632.36	Payroll Deductions 10/04/2024
10/4/2024	IRS	\$ 131,412.73	Payroll Taxes 10/04/2024
10/4/2024	Various Financial Institutions	\$ 369,999.42	Direct Deposit 10/04/2024
10/4/2024	Nationwide	\$ 10,435.40	Payroll Deductions 10/04/2024
10/9/2024	MCT Utilities	\$ 3,402.25	Water/Sewer
10/9/2024	Health Equity	\$ 18.70	Employee Health Savings
10/10/2024	Blue Care Network	\$ 18,375.94	Employee Health Insurance
Total ACH Payments		<u>\$ 7,604,700.49</u>	



9. D

To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: October 15, 2024
Re: 2025 Board Meeting Schedule Resolution

The attached 2025 Proposed Regular Board Meeting Schedule is submitted to the Township Board in compliance with Board Policy 3.1.3.a. such that:

- i. The establishment of the meeting schedule is the Board's responsibility.
- ii. The meeting schedule is subject to Board Policies (as discussed below) and through its Rules & Procedures (Rule 2.1 - Township Board Meetings).

The following motion is proposed:

MOVE TO ADOPT THE 2025 TOWNSHIP BOARD MEETING SCHEDULE RESOLUTION.

Attachment:

1. 2025 Board Meeting Schedule Resolution

2025 TOWNSHIP BOARD MEETING SCHEDULE

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 15th day of October, 2024 at 6:00 pm, local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Township Board desires to announce the time, date, and place of all regular meetings of the Board, pursuant to MCL 42.7; and

WHEREAS, the Township Board deems the 2024 regular meeting schedule sufficient to uphold the Board's Policies and Procedures, and advance its Global Ends.

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Meridian, Ingham County, Michigan that the Township Board adopts its regular 2025 meeting schedule as follows:

Tuesday, January 7, 2025	6:00 pm Regular Meeting
Tuesday, January 21, 2025	6:00 pm Regular Meeting
Tuesday, February 4, 2025	6:00 pm. Regular Meeting
Tuesday, February 11, 2025	6:00pm Joint Board and Commission Meeting
Tuesday, February 18, 2025	6:00 pm Regular Meeting
Tuesday, March 4, 2025	6:00 pm Regular Meeting
Tuesday, March 18, 2025	6:00 pm Regular Meeting
Tuesday, April 1, 2025	6:00 pm Regular Meeting
Tuesday, April 15, 2025	6:00 pm Regular Meeting
Tuesday, April 29, 2025	6:00 pm Joint Board Local Government and Schools Meeting
Thursday , May 8, 2025	6:00 pm Regular Meeting
Tuesday, May 20, 2025	6:00 pm Regular Meeting
Tuesday, June 3, 2025	6:00 pm Regular Meeting
Tuesday, June 17, 2025	6:00 pm Regular Meeting
Tuesday, July 8, 2025	6:00 pm Regular Meeting
Tuesday, July 22, 2025	6:00 pm Regular Meeting
Thursday , August 7, 2025	6:00 pm Regular Meeting
Tuesday, August 19, 2025	6:00 pm Regular Meeting

Township Board 2025 Meeting Schedule

Page 2

Tuesday, September 2, 2025 6:00 pm Regular Meeting (Budget Hearing & Deliberations)

Tuesday, September 16, 2025 6:00 pm Regular Meeting

Tuesday, October 7, 2025 6:00 pm Regular Meeting

Tuesday, October 21, 2025 6:00 pm Regular Meeting

Thursday, November 6, 2025 6:00 pm Regular Meeting

Tuesday, November 18, 2025 6:00 pm Regular Meeting

Tuesday, December 2, 2025 6:00 pm Regular Meeting

Tuesday, December 16, 2025 6:00 pm Regular Meeting

2. Each of the above meetings shall be held at the specified time in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, Michigan (517) 853.4000, unless changed and noticed in accordance with MCL 15.265.
3. A summary of this resolution stating date, place, and time shall be posted in the Meridian Municipal Building within ten (10) days after the first regularly scheduled meeting of the year in accordance with MCL 15.265.

ADOPTED: YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)) ss.
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 15th day of October, 2024.

Deborah Guthrie
Township Clerk



To: Board Members

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

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

Date: October 15, 2024

Re: Authorization for Change in Consumers Energy Lighting Contract,
Lupine Drive and Hulett Road Intersection and Loon Lane and Hulett
Road Intersection

Okemos Public Schools has asked the Township to install streetlights to illuminate the pedestrian crosswalks at the Lupine Drive and Hulett Road intersection and the Loon Lane and Hulett Road intersection.

Township staff are working with Consumers Energy to have these streetlights installed. Consumers Energy has recommended installing 70W LED Cobraheads at both intersections/crosswalks.

Proposed Motion:

MOVE TO APPROVE THE PROPOSED STREETLIGHTS AT THE LUPINE DRIVE AND HULETT ROAD INTERSECTION AND LOON LANE AND HULETT ROAD INTERSECTION AND TO HAVE THE TOWNSHIP CLERK AND DEPUTY TOWNSHIP MANAGER SIGN THE AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT FORM 547.

Attachments:

1. Map showing the locations of the proposed streetlights
2. Authorization for Change with Consumers Energy

CONSTRUCTION NOTES:

- ALL STREETLIGHT POLES TO BE SET AT 4' TO THE CURB OF HULETT RD
- BORE CONTRACTOR TO SUPPLY 3" RED HDPE SDR11 DUCT
- STREETLIGHT CABLE AT BOTH LOCATIONS IS TO BE INSTALLED FROM EXISTING DECORATIVE STREETLIGHTS. IT IS ASSUMED THERE ARE EXISTING STREETLIGHT CONNECTORS. IF NOT THEN THEY WILL NEED TO BE SPLICED AND INSTALLED.

2

STREETLIGHT INSTALLED SOUTH OF CROSSWALK
AT NW CORNER OF INTERSECTION

INSTALL

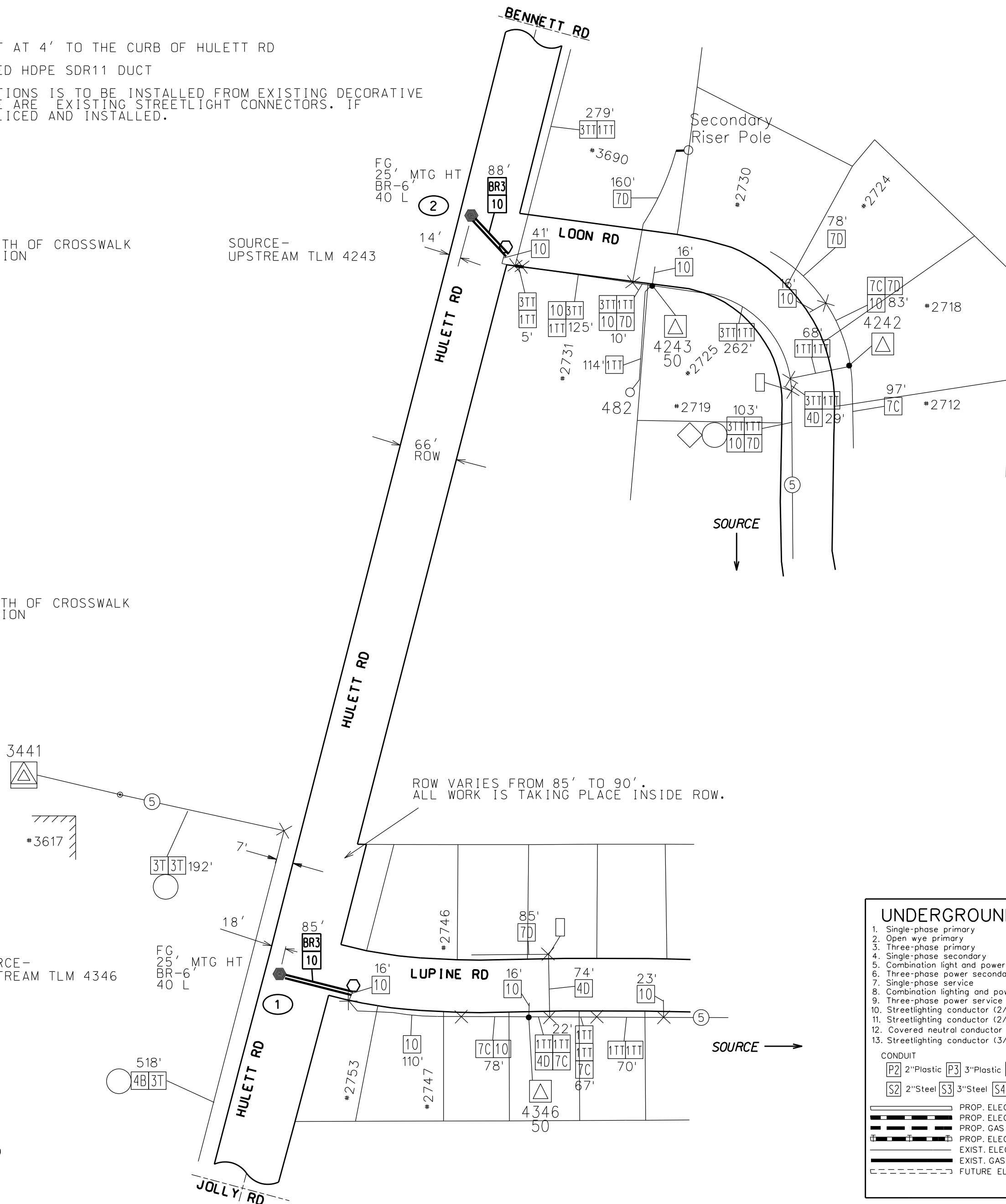
28'6" FG POLE
40W LED
MOUNTING HEIGHT 25'
FIGURE 42-212-2

1

STREETLIGHT INSTALLED NORTH OF CROSSWALK
AT SW CORNER OF INTERSECTION

INSTALL

28'6" FG POLE
40W LED
MOUNTING HEIGHT 25'
FIGURE 42-212-2



UNDERGROUND LEGEND

1. Single-phase primary
2. Open wye primary
3. Three-phase primary
4. Single-phase secondary
5. Combination light and power secondary
6. Three-phase power secondary
7. Single-phase service
8. Combination lighting and power service
9. Three-phase power service
10. Streetlighting conductor (2/C-10 CU)
11. Streetlighting conductor (2/C-8 AL)
12. Covered neutral conductor for ducts
13. Streetlighting conductor (3/C-1/0 AL)

CONDUIT

- P2 2" Plastic P3 3" Plastic P4 4" Plastic P6 6" Plastic
S2 2" Steel S3 3" Steel S4 4" Steel S5 5" Steel S6 6" Steel

- PROF. ELEC. CONDUCTORS ONLY
PROF. ELEC. AND GAS LINES ONLY
PROF. GAS LINE ONLY
PROF. ELEC., GAS AND TELECOMMUNICATIONS
EXIST. ELEC. CONDUCTORS ONLY
EXIST. GAS LINE ONLY
FUTURE ELECTRIC TRENCH

CABLE MATERIAL AND SIZE

- A. No 2 AL cable, 175 mils, 15KV, or secondary.
B. No 1/0 AL cable, 175 mils, 15KV, or secondary.
C. No 3/0 AL cable, 175 mils, 15KV, or secondary.
D. 350 kcmil AL cable, 175 mils, 15KV, or secondary.
E. 500 kcmil copper cable, 175 mils, 15KV, or secondary.
F. 750 kcmil AL cable, 175 mils, 15KV, or secondary.
G. No 1/0 stranded AL cable, 280 mils, 28KV.
H. No 3/0 stranded AL cable, 280 mils, 28KV.
I. 750 kcmil AL cable, 280 mils, 28KV.
J. Cable joint.
K. 350 kcmil AL cable, 260 mils, 25KV.
M. Marker to locate cable.
N. Refer to Note on Drawing, N1 for Note 1, etc.
R. No 1/0 AL, solid cable, 280 mils, 28KV.
T. No 1/0 AL stranded cable, 280 mils, 28KV, jacketed.
TT. No 1/0 AL stranded cable, 260 mils tree-retardant INS, 25KV, Jacketed.
V. 350 kcmil AL stranded, 260 mils, 25KV, jacketed.
VT. 350 kcmil AL cable, 260 mils tree-retardant INS, 25KV, Jacketed.
W. 750 kcmil AL stranded, 280 mils, 28KV, jacketed.
WT. 750 kcmil AL cable, 260 mils tree-retardant INS, 25KV, Jacketed.

EX: 3R - No. 1/0 solid AL cable for three-phase primary
3C4D - No. 1/0 AL cable for 3-phase primary
and 350 AL cable for 1-phase secondary

CONDUCTOR CHANGE

MISS DIG System, Inc.
1-800-482-7171



SUBSTATION	WD NO.
HAGADORN	0816
CIRCUIT	CKT NO.
HAGADORN	03

TLM NUMBER	# OF RODS	OHMS
04013243		
CE STAKING REQ'D ☒ Yes ☐ No		
FORESTRY REQ'D ☐ Yes ☒ No		

SHEET C	SHEET 1 OF 1	SCALE 1"=100'
---------	--------------	---------------

HULETT RD ECNC STL

CM NO. 100007663260

ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
ECNC	STL	1070931494	11658548	

JOB PURPOSE:

MERIDIAN TOWNSHIP REQUESTED STREETLIGHTS NEAR CROSSWALKS ALONG HULETT RD

UPSTREAM SECTIONALIZING DEVICE:

VARIES PER LOCATION

LOCATION:

SEE PRINT

CONSUMERS ENERGY CONTACTS

DEPARTMENT	NAME	NUMBER
COORDINATOR	GABRIEL POLETTI	810-760-3485
DESIGNER	TYLER STOKES	517-897-2725



A CMS Energy Company

CEM Support Center

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., Lansing, MI 48906-4754

September 25, 2024

NOTIFICATION #:
1070931494

MERIDIAN TOWNSHIP
5151 Marsh Rd
Okemos, MI 48864-1104

REFERENCE: HULETT RD, OKEMOS

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:	\$ 5,139.95
Winter Construction Costs:	\$ -
Installation Charge:	\$ -
Additional Costs	
Total Estimated Cost:	\$ 5,139.95
Less Prepayment Received:	\$ -
Total Estimated Cost Due:	\$ 5,139.95

Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: POBoxCEServiceRequest@cmsenergy.com. Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:
Gabriel Poletti at 810-760-3485 .



A CMS Energy Company

Dear New Electric Customer:

Thank you for your request for electric service. In order to expedite your request and meet your schedule, we have developed the following list of items requiring action by you (Customer Responsibilities). These requirements must be met before we can install your service.

CUSTOMER RESPONSIBILITIES

- 1) Service Location: A copy of our design document may be included in your customer packet. If included, your service entrance equipment should be located at the spot indicated by an "X" as shown on the design document (Form 2804). Install the meter socket 3½ - 5 feet above final grade of this location.
- 2) Meter Socket: Residential metering equipment furnished free of charge, owned and maintained by Consumers Energy includes: meters and one or two position self-contained meter sockets. Contact the company representative assigned to your notification for locations to pick-up the meter socket. For metering installations that require a three or more position self-contained meter socket, the customer will be required to purchase approved meter sockets from a distributor or supplier of their choice.
- 3) Payment: An invoice may be included in your customer packet. If included, the deposit amount on the invoice must be paid prior to installation of your service. Additional charges may apply and will be billed/or a refund issued upon completion of your service installation.
- 4) Site Conditions: The site must be within three (3) inches of final grade before we can install your service. If you have requested an underground service, you will need to clear a 12-foot wide path that is free of building materials, brush, trees, shrubs, etc, along the proposed service route to avoid delays. Our Forestry Department can provide this service for you at an additional charge. For overhead service, nominal line clearing will be provided at no charge. Any extensive line clearing may require additional charges. After your service is installed, we will backfill and place excavated earth over the trench. You are responsible for the final restoration and ensuring that the grading over the trench is at the required level.
- 5) Staking: To avoid damage, you must mark (stake) your existing private underground facilities such as: well, septic systems, sprinkler system, any underground wires, buried LPG tanks, piping, or other unusual buried facilities. These stakes must be apparent when we arrive to install the service. We cannot reimburse you for damage to facilities that are not properly staked. You do not need to stake the utilities' electric, gas or communication lines.
- 6) Mobile Home or Temporary Service: If you requested service to a mobile home or temporary electric service, you will be required to set your own pole or install a pipe for underground service in accordance with Consumers Energy specifications. Contact the Consumers Energy representative assigned to your notification for additional information.
- 7) Construction Repair: If additional line work is required to reach your location due to site conditions or other unusual circumstances, extra charges may be incurred.
- 8) **ELECTRICAL INSPECTION: YOU ARE RESPONSIBLE FOR ENSURING THAT ALL ELECTRICAL PERMITS AND INSPECTIONS ARE OBTAINED BEFORE ANY SERVICE CONNECTIONS CAN BE MADE. WIRINGS MUST COMPLY WITH LOCAL AND STATE ELECTRICAL CODES. NOTE: CAUTION SHOULD BE USED WHEN WORKING INSIDE FUSE PANEL. PANEL MAY BE ENERGIZED AFTER SERVICE IS CONNECTED**
- 9) Additional Charges: Underground services installed during the months of December through April may be subject to an additional charge. Unusual site conditions may also require an additional charge. These charges will be communicated to you in advance of construction.
- 10) Joint Trenching: Discounts for installation of electric and gas service in the same trench (joint trench) are applied in calculating the gas service contribution.
- 11) Usage Rate: Customers are billed at a general service rate while the structure is under construction. If the structure is a home, then the owner of the home, upon receiving a Certificate of Occupancy, should call 1-800-477-5050 to ensure the gas and/or electric rates are changed to an appropriate rate.

Please keep these procedures in a convenient location to review as we proceed with designing your service and constructing the job. If any of the characteristics of the service request are changed and not communicated to us, you may experience delays and/or additional charges.

If you have any questions regarding these requirements please direct inquiries to:

Gabriel Poletti at 810-760-3485

PLEASE RETURN THE CHECKED DOCUMENTS BELOW TO CONSUMERS ENERGY IN THE ENVELOPE PROVIDED

TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:

POBoxCEServiceRequest@cmsenergy.com

☐

AGREEMENT FOR INSTALLATION (Please return all pages of contracts)
(Form 93, Form 94 and Form 95 - 2 Page Document Each)
(Form 861, Form 862 and Form 230 - 4 Page Document Each)

☒

PAYMENT WITH INVOICE STUB
(BOTTOM STUB IS REQUIRED FOR PROCESSING)

☐

REQUEST FOR ELEVATED CUSTOMER DELIVERY PRESSURE

☒

STANDARD LIGHTING CONTRACT (MUST BE CERTIFIED BY CLERK)
EMAIL STREETLIGHT CONTRACTS TO:
street_lighting@cmsenergy.com

☐

SIGNED CUSTOMER ATTACHMENT PROGRAM (CAP) CONTRACT
(PLEASE ENSURE TO CHECK PAYMENT OPTION ON CONTRACT)

☐

GO READY FORM (FORM 1250)
TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:
POBoxCEServiceRequest@cmsenergy.com

☐

SITE READY PHOTO(S)
TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:
POBoxCEServiceRequest@cmsenergy.com

☐

OTHER:

ELECTRIC SERVICE NOTIFICATION:

GAS SERVICE NOTIFICATION:

ELECTRIC OH DISTRIBUTION NOTIFICATION:

ELECTRIC UG DISTRIBUTION NOTIFICATION:

GAS MAIN NOTIFICATION:

STREETLIGHT NOTIFICATION:

1070931494



MERIDIAN TOWNSHIP
5151 MARSH RD
OKEMOS MI 48864-1104

Amount Due: \$5,139.95

Please pay by: October 25, 2024

Invoice Number	9327509283
PO Number	
PO Date	
Bill Date	09/25/24

Account: 3000 2278 1557

HULETT RD OKEMOS - STREETLIGHTING - NOTIFICATION NUMBER (s): 1070931494 -

NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Electric Streetlights-CIAC	2.0 EA	\$100.00	\$200.00
Electric Streetlights-Fiberglass Pole	2.0 EA	\$648.00	\$1,296.00
Electric Boring Charges	173.0 EA	\$13.90	\$2,404.70
Electric Streetlights-Flat Fee	1.0 EA	\$850.00	\$850.00
Electric Streetlights-Trench	173.0 EA	\$2.25	\$389.25
TOTAL DUE:			\$5,139.95

See Page 2 for Payment Options.

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

INVOICE QUESTIONS - Contact: Gabriel Poletti -810-760-3485 -

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.



CONSUMERS ENERGY
CEM Support Ctr - Lansing RM 122
530 W Willow St
Lansing, MI 48906-4754

PREPAYMENT REQUEST

Account: 3000 2278 1557

Amount Due: \$5,139.95

Please pay by: October 25, 2024

Enclosed:

6 330036561322 000005139951 0000 2056 1 300022781557 H



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 103025042856

Consumers Energy Company is authorized as of _____ by the Township of MERIDIAN, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of MERIDIAN, dated 1/6/2016.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 1/6/2016 shall remain in full force and effect.

Notification Number(s): 1070931494

Comments: 11658548

Township of MERIDIAN

By: _____

(Signature)

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of MERIDIAN, dated 1/6/2016, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN
COUNTY OF INGHAM

I, _____, clerk of the Township of MERIDIAN do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: Township

- [illegible]

CONSTRUCTION NOTES:

- ALL STREETLIGHT POLES TO BE SET AT 4' TO THE CURB OF HULETT RD
- BORE CONTRACTOR TO SUPPLY 3" RED HDPE SDR11 DUCT
- STREETLIGHT CABLE AT BOTH LOCATIONS IS TO BE INSTALLED FROM EXISTING DECORATIVE STREETLIGHTS. IT IS ASSUMED THERE ARE EXISTING STREETLIGHT CONNECTORS. IF NOT THEN THEY WILL NEED TO BE SPLICED AND INSTALLED.

2

STREETLIGHT INSTALLED SOUTH OF CROSSWALK
AT NW CORNER OF INTERSECTION

INSTALL

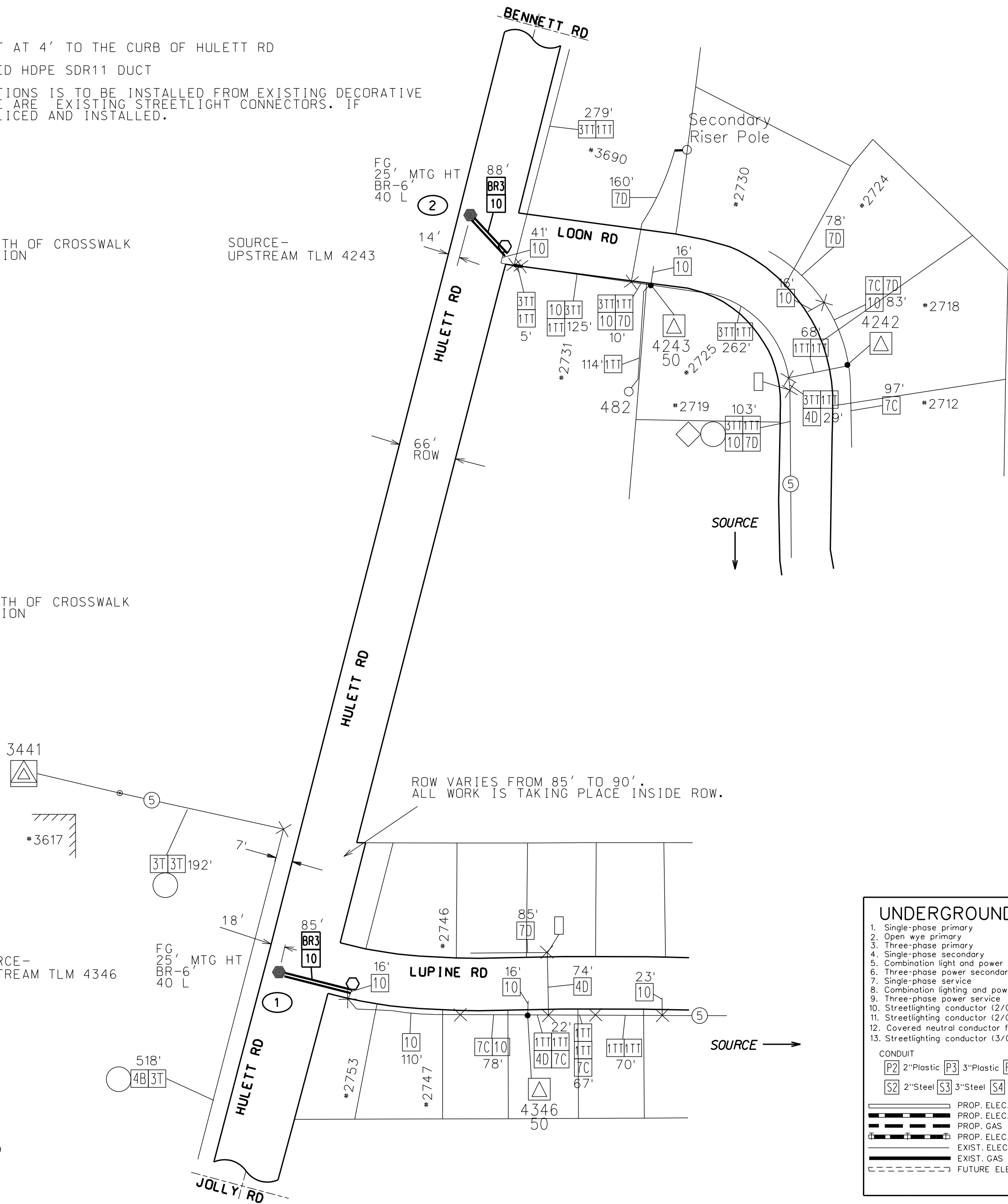
28'6" FG POLE
40W LED
MOUNTING HEIGHT 25'
FIGURE 42-212-2

1

STREETLIGHT INSTALLED NORTH OF CROSSWALK
AT SW CORNER OF INTERSECTION

INSTALL

28'6" FG POLE
40W LED
MOUNTING HEIGHT 25'
FIGURE 42-212-2



UNDERGROUND LEGEND

1. Single-phase primary
2. Open wye primary
3. Three-phase primary
4. Single-phase secondary
5. Combination light and power secondary
6. Three-phase power secondary
7. Single-phase service
8. Combination lighting and power service
9. Three-phase power service
10. Streetlighting conductor (2/C-10 CU)
11. Streetlighting conductor (2/C-8 AL)
12. Covered neutral conductor for ducts
13. Streetlighting conductor (3/C-1/0 AL)

CONDUIT

- P2 2" Plastic P3 3" Plastic P4 4" Plastic P6 6" Plastic
S2 2" Steel S3 3" Steel S4 4" Steel S5 5" Steel S6 6" Steel

- PROF. ELEC. CONDUCTORS ONLY
PROF. ELEC. AND GAS LINES ONLY
PROF. GAS LINE ONLY
PROF. ELEC. GAS AND TELECOMMUNICATIONS
EXIST. ELEC. CONDUCTORS ONLY
EXIST. GAS LINE ONLY
FUTURE ELECTRIC TRENCH

CABLE MATERIAL AND SIZE

- A. No 2 AL cable, 175 mils, 15KV, or secondary.
B. No 1/0 AL cable, 175 mils, 15KV, or secondary.
C. No 3/0 AL cable, 175 mils, 15KV, or secondary.
D. 350 kcmil AL cable, 175 mils, 15KV, or secondary.
E. 500 kcmil copper cable, 175 mils, 15KV, or secondary.
F. 750 kcmil AL cable, 175 mils, 15KV, or secondary.
G. No 1/0 stranded AL cable, 280 mils, 28KV.
H. No 3/0 stranded AL cable, 280 mils, 28KV.
I. 750 kcmil AL cable, 280 mils, 28KV.
J. Cable joint.
K. 350 kcmil AL cable, 260 mils, 25KV.
M. Marker to locate cable.
N. Refer to Note on Drawing, N1 for Note 1, etc.
R. No 1/0 AL, solid cable, 280 mils, 28KV.
T. No 1/0 AL stranded cable, 280 mils, 28KV, jacketed.
TT. No 1/0 AL stranded cable, 260 mils tree-retardant INS, 25KV, Jacketed.
V. 350 kcmil AL stranded, 260 mils, 25KV, jacketed.
VT. 350 kcmil AL cable, 260 mils tree-retardant INS, 25KV, Jacketed.
W. 750 kcmil AL stranded, 280 mils, 28KV, jacketed.
WT. 750 kcmil AL cable, 260 mils tree-retardant INS, 25KV, Jacketed.

EX: 3R - No. 1/0 solid AL cable for three-phase primary
3C4D - No. 1/0 AL cable for 3-phase primary
and 350 AL cable for 1-phase secondary

CONDUCTOR CHANGE

MISS DIG System, Inc.
1-800-482-7171



SUBSTATION	WD NO.
HAGADORN	0816
CIRCUIT	CKT NO.
HAGADORN	03

TLM NUMBER	# OF RODS	OHMS
04013243		
CE STAKING REQ'D ☒ Yes ☐ No		
FORESTRY REQ'D ☐ Yes ☒ No		

SHEET C	SHEET 1 OF 1	SCALE 1"=100'
---------	--------------	---------------

HULETT RD ECNC STL

CM NO. 100007663260

ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
ECNC	STL	1070931494	11658548	

JOB PURPOSE:

MERIDIAN TOWNSHIP REQUESTED STREETLIGHTS NEAR CROSSWALKS ALONG HULETT RD

UPSTREAM SECTIONALIZING DEVICE:

VARIABLE PER LOCATION

LOCATION:

SEE PRINT

CONSUMERS ENERGY CONTACTS

DEPARTMENT	NAME	NUMBER
COORDINATOR	GABRIEL POLETTI	810-760-3485
DESIGNER	TYLER STOKES	517-897-2725



To: Board Members

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

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

Date: October 15, 2024

Re: Authorization for Change in Consumers Energy Lighting Contract,
Central Park Drive and Newman Road Intersection

This intersection does not currently have a streetlight (or luminaire) and it does warrant one given the vehicular and non-motorized traffic at this intersection.

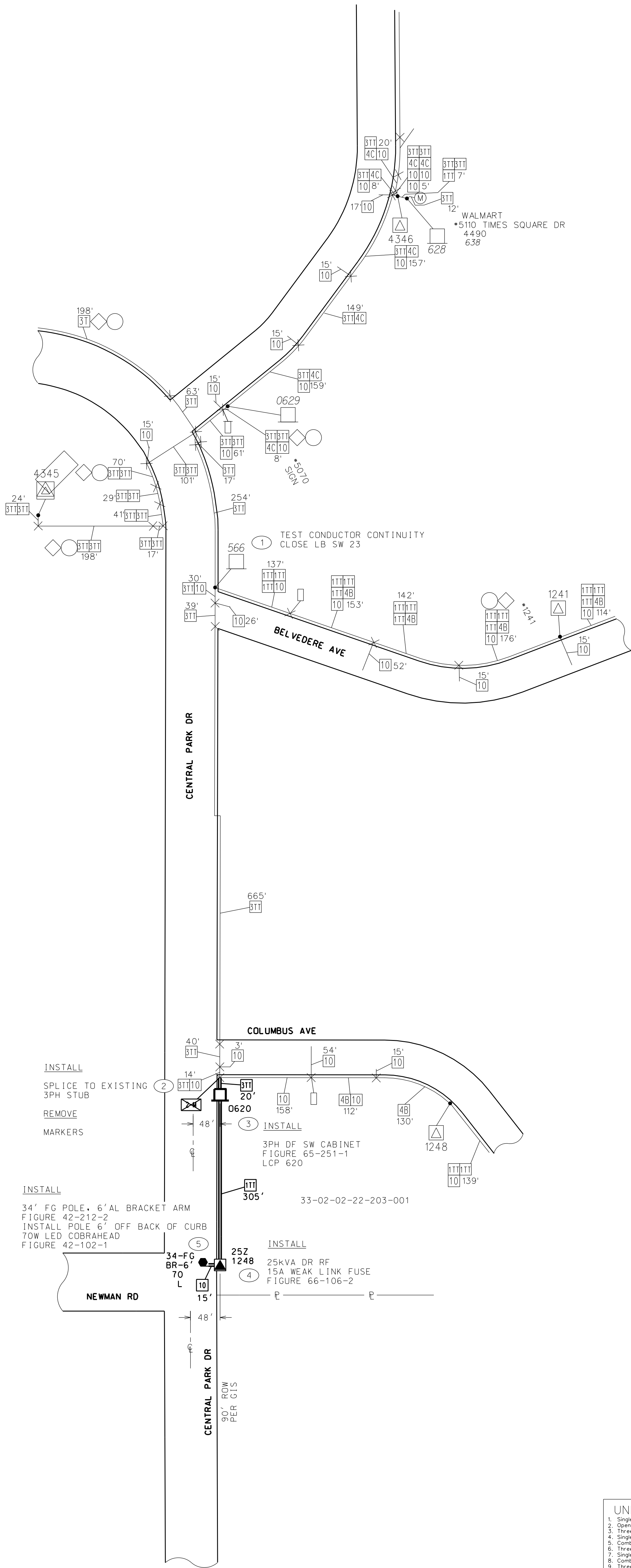
Township staff are working with Consumers Energy to have a streetlight installed. Consumers Energy has recommended a 70W LED Cobrahead at the northeast corner of this intersection.

Proposed Motion:

MOVE TO APPROVE THE PROPOSED STREETLIGHT AT THE CENTRAL PARK DRIVE AND NEWMAN ROAD INTERSECTION AND TO HAVE THE TOWNSHIP CLERK AND DEPUTY TOWNSHIP MANAGER SIGN THE AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT FORM 547.

Attachments:

1. Map showing the location of the proposed streetlight
2. Authorization for Change with Consumers Energy



MISS DIG System, Inc.
1-800-482-7171



SUBSTATION	WD NO.	CM NO.
GRAND RIVER	1150	CENTRAL PARK DR AND NEWMAN RD ECNC NLU
CIRCUIT	CKT NO.	CM NO. 100007655638
TIHART	04	
04012212		
CE STAKING REQ'D ☒ Yes ☐ No		
FORESTRY REQ'D ☐ Yes ☒ No		



SHEET D SHEET 1 OF 2 SCALE 1"=100'

UNDERGROUND LEGEND

- Single-phase primary
- Open wye primary
- Three-phase primary
- Single-phase secondary
- Combination light and power secondary
- Three-phase power secondary
- Single-phase service
- Combination lighting and power service
- Three-phase power service
- Streetlighting conductor (2/C-10 CU)
- Streetlighting conductor (2/C-4 AL)
- Covered neutral conductor for ducts
- Streetlighting conductor (3/C-1/0 AL)

- CONDUIT
- [P2] 2" Plastic [P3] 3" Plastic [P4] 4" Plastic [P6] 6" Plastic
- [S2] 2" Steel [S3] 3" Steel [S4] 4" Steel [S5] 5" Steel [S6] 6" Steel
- [BR3] Bore 3" Hole [BR4] Bore 4" Hole [BR6] Bore 6" Hole
- PROP. ELEC. CONDUCTORS ONLY
- PROP. ELEC. AND GAS LINES ONLY
- PROP. GAS LINE ONLY
- PROP. ELEC., GAS AND TELECOMMUNICATIONS
- EXIST. ELEC. CONDUCTORS ONLY
- EXIST. GAS LINE ONLY
- FUTURE ELECTRIC TRENCH

- CABLE MATERIAL AND SIZE
- A. No 2 AL cable, 175 mils, 15KV, or secondary.
- B. No 1/0 AL cable, 175 mils, 15KV, or secondary.
- C. No 3/0 AL cable, 175 mils, 15KV, or secondary.
- D. 350 kcmil AL cable, 175 mils, 15KV, or secondary.
- E. 500 kcmil copper cable, 175 mils, 15KV, or secondary.
- F. 750 kcmil AL cable, 175 mils, 15KV, or secondary.
- FF. 1000 kcmil AL cable (175 mils tree-retardant INS, 25KV, jacketed)
- G. No 1/0 stranded AL cable, 280 mils, 28KV.
- H. No 3/0 stranded AL cable, 280 mils, 28KV.
- I. 750 kcmil AL cable, 280 mils, 28KV.
- J. Cable joint.
- K. 350 kcmil AL cable, 260 mils, 25KV.
- M. Marker to locate cable
- N. Refer to Note on Drawing, N1 for Note 1, etc.
- R. No 1/0 AL, solid cable, 280 mils, 28KV.
- T. No 1/0 AL stranded cable, 280 mils, 28KV, jacketed.
- TT. No 1/0 AL stranded cable, 260 mils tree-retardant INS, 25KV, jacketed.
- V. 350 kcmil AL stranded, 260 mils, 25KV, jacketed.
- VT. 350 kcmil AL cable, 260 mils tree-retardant INS, 25KV, jacketed.
- W. 750 kcmil AL stranded, 280 mils, 28KV, jacketed.
- WT. 750 kcmil AL cable, 260 mils tree-retardant INS, 25KV, jacketed.
- EX: [SR] - No 1/0 solid AL cable for three-phase primary
- [3C/40] - No 1/0 AL cable for 3-phase primary and 350 AL cable for 1-phase secondary
- CONDUCTOR CHANGE

METER ORDER NUMBER	METER NUMBER	READ	METER LOCATION
JOB PURPOSE: CUSTOMER REQUESTED STREETLIGHT			
UPSTREAM SECTIONALIZING DEVICE:		CONSUMERS ENERGY CONTACTS	
MULTIPLE LOCATIONS		DEPARTMENT	NAME
LOCATION:		CORROINATOR	TANYA GILROY
SEE PRINT		DESIGNER	DAN HOEKSEMA

INGHAM CO MERIDIAN TWP T 04N R 01W SEC. 22



A CMS Energy Company

CEM Support Center

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., Lansing, MI 48906-4754

August 27, 2024

NOTIFICATION #:
1070931507

MERIDIAN TOWNSHIP
5151 Marsh Rd
Okemos, MI 48864-1104

REFERENCE: CENTRAL PARK DR AND NEWMAN RD, OKEMOS

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:

Winter Construction Costs:

\$ -

Installation Charge:

\$ 3,428.00

Additional Costs

Total Estimated Cost:

\$ 3,428.00

Less Prepayment Received:

\$ -

Total Estimated Cost Due:

\$ 3,428.00

Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: POBoxCEServiceRequest@cmsenergy.com. Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:

Tanya Gilroy at 616-251-0574 .



A CMS Energy Company

Dear New Electric Customer:

Thank you for your request for electric service. In order to expedite your request and meet your schedule, we have developed the following list of items requiring action by you (Customer Responsibilities). These requirements must be met before we can install your service.

CUSTOMER RESPONSIBILITIES

- 1) Service Location: A copy of our design document may be included in your customer packet. If included, your service entrance equipment should be located at the spot indicated by an "X" as shown on the design document (Form 2804). Install the meter socket 3½ - 5 feet above final grade of this location.
- 2) Meter Socket: Residential metering equipment furnished free of charge, owned and maintained by Consumers Energy includes: meters and one or two position self-contained meter sockets. Contact the company representative assigned to your notification for locations to pick-up the meter socket. For metering installations that require a three or more position self-contained meter socket, the customer will be required to purchase approved meter sockets from a distributor or supplier of their choice.
- 3) Payment: An invoice may be included in your customer packet. If included, the deposit amount on the invoice must be paid prior to installation of your service. Additional charges may apply and will be billed/or a refund issued upon completion of your service installation.
- 4) Site Conditions: The site must be within three (3) inches of final grade before we can install your service. If you have requested an underground service, you will need to clear a 12-foot wide path that is free of building materials, brush, trees, shrubs, etc, along the proposed service route to avoid delays. Our Forestry Department can provide this service for you at an additional charge. For overhead service, nominal line clearing will be provided at no charge. Any extensive line clearing may require additional charges. After your service is installed, we will backfill and place excavated earth over the trench. You are responsible for the final restoration and ensuring that the grading over the trench is at the required level.
- 5) Staking: To avoid damage, you must mark (stake) your existing private underground facilities such as: well, septic systems, sprinkler system, any underground wires, buried LPG tanks, piping, or other unusual buried facilities. These stakes must be apparent when we arrive to install the service. We cannot reimburse you for damage to facilities that are not properly staked. You do not need to stake the utilities' electric, gas or communication lines.
- 6) Mobile Home or Temporary Service: If you requested service to a mobile home or temporary electric service, you will be required to set your own pole or install a pipe for underground service in accordance with Consumers Energy specifications. Contact the Consumers Energy representative assigned to your notification for additional information.
- 7) Construction Repair: If additional line work is required to reach your location due to site conditions or other unusual circumstances, extra charges may be incurred.
- 8) **ELECTRICAL INSPECTION: YOU ARE RESPONSIBLE FOR ENSURING THAT ALL ELECTRICAL PERMITS AND INSPECTIONS ARE OBTAINED BEFORE ANY SERVICE CONNECTIONS CAN BE MADE. WIRINGS MUST COMPLY WITH LOCAL AND STATE ELECTRICAL CODES. NOTE: CAUTION SHOULD BE USED WHEN WORKING INSIDE FUSE PANEL. PANEL MAY BE ENERGIZED AFTER SERVICE IS CONNECTED**
- 9) Additional Charges: Underground services installed during the months of December through April may be subject to an additional charge. Unusual site conditions may also require an additional charge. These charges will be communicated to you in advance of construction.
- 10) Joint Trenching: Discounts for installation of electric and gas service in the same trench (joint trench) are applied in calculating the gas service contribution.
- 11) Usage Rate: Customers are billed at a general service rate while the structure is under construction. If the structure is a home, then the owner of the home, upon receiving a Certificate of Occupancy, should call 1-800-477-5050 to ensure the gas and/or electric rates are changed to an appropriate rate.

Please keep these procedures in a convenient location to review as we proceed with designing your service and constructing the job. If any of the characteristics of the service request are changed and not communicated to us, you may experience delays and/or additional charges.

If you have any questions regarding these requirements please direct inquiries to:

Tanya Gilroy at 616-251-0574

PLEASE RETURN THE CHECKED DOCUMENTS BELOW TO CONSUMERS ENERGY IN THE ENVELOPE PROVIDED

TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:

POBoxCEServiceRequest@cmsenergy.com

☐

AGREEMENT FOR INSTALLATION (Please return all pages of contracts)
(Form 93, Form 94 and Form 95 - 2 Page Document Each)
(Form 861, Form 862 and Form 230 - 4 Page Document Each)

☒

PAYMENT WITH INVOICE STUB
(BOTTOM STUB IS REQUIRED FOR PROCESSING)

☐

REQUEST FOR ELEVATED CUSTOMER DELIVERY PRESSURE

☒

STANDARD LIGHTING CONTRACT (MUST BE CERTIFIED BY CLERK)
EMAIL STREETLIGHT CONTRACTS TO:
street_lighting@cmsenergy.com

☐

SIGNED CUSTOMER ATTACHMENT PROGRAM (CAP) CONTRACT
(PLEASE ENSURE TO CHECK PAYMENT OPTION ON CONTRACT)

☐

GO READY FORM (FORM 1250)
TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:
POBoxCEServiceRequest@cmsenergy.com

☐

SITE READY PHOTO(S)
TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:
POBoxCEServiceRequest@cmsenergy.com

☐

OTHER:

ELECTRIC SERVICE NOTIFICATION:

GAS SERVICE NOTIFICATION:

ELECTRIC OH DISTRIBUTION NOTIFICATION:

ELECTRIC UG DISTRIBUTION NOTIFICATION:

GAS MAIN NOTIFICATION:

STREETLIGHT NOTIFICATION:

1070931507



MERIDIAN TOWNSHIP
5151 MARSH RD
OKEMOS MI 48864-1104

Amount Due: \$3,428.00

Please pay by: September 10, 2024

Invoice Number	9327352003
PO Number	
PO Date	
Bill Date	08/27/24

Account: 3000 2265 0091

CENTRAL PARK DR AND NEWMAN RD OKEMOS - STREETLIGHTING - NOTIFICATION NUMBER (s): 1070931507 -

NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Electric Transformer Contribution	1.0 KVA	\$250.00	\$250.00
Electric Streetlights-Fiberglass Pole	1.0 EA	\$1,508.00	\$1,508.00
Electric Streetlights-CIAC	1.0 EA	\$100.00	\$100.00
Electric Streetlights-Flat Fee	1.0 EA	\$850.00	\$850.00
Electric Streetlights-Trench	320.0 EA	\$2.25	\$720.00
TOTAL DUE:			\$3,428.00
See Page 2 for Payment Options.			
Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan			

INVOICE QUESTIONS - Contact: Tanya Gilroy -616-251-0574 -

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.



CONSUMERS ENERGY
CEM Support Ctr - Lansing RM 122
530 W Willow St
Lansing, MI 48906-4754

PREPAYMENT REQUEST

Account: 3000 2265 0091

Amount Due: \$3,428.00

Please pay by: September 10, 2024

Enclosed:

6 330036418801 000003428000 0000 2056 0 300022650091 H



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 103025042856

Consumers Energy Company is authorized as of _____ by the Township of MERIDIAN, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of MERIDIAN, dated 1/6/2016.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 1/6/2016 shall remain in full force and effect.

Notification Number(s): 1070931507

Comments:

Township of MERIDIAN

By: _____

(Signature)

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of MERIDIAN, dated 1/6/2016, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN
COUNTY OF INGHAM

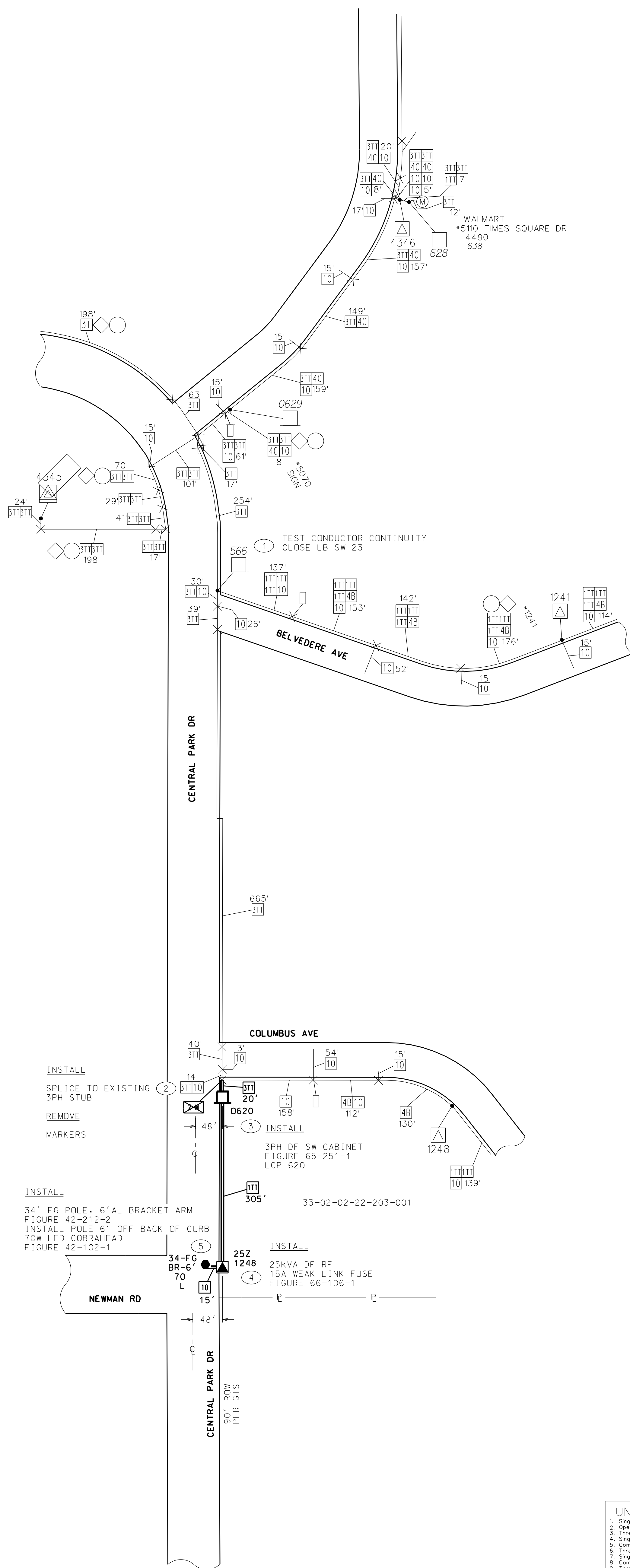
I, _____, clerk of the Township of MERIDIAN do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: Township

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED



1. Single-phase primary
2. Open wye primary
3. Three-phase primary
4. Single-phase secondary
5. Combination light and power secondary
6. Three-phase power secondary
7. Single-phase service
8. Combination lighting and power service
9. Three-phase power service
10. Streetlighting conductor (2/C- ≥ 10 CU)
11. Streetlighting conductor (2/C- ≥ 8 AL)
12. Covered neutral conductor for ducts
13. Streetlighting conductor (3/C- $\geq 1/0$ AL)

CABLE MATERIAL AND SIZE	WIRE TYPE
A. 2/0 cable, 175 mils, 15KV, or secondary.	1
B. 1/0 A/L cable, 175 mils, 15KV, or secondary.	2
C. 1/0 A/L cable, 175 mils, 15KV, or secondary.	3
D. 350 kcmil cable, 175 mils, 15KV, or secondary.	4
E. 500 kcmil copper cable, 175 mils, 15KV, or secondary.	5
F. 1000 kcmil cable, 175 mils, 15KV, or secondary.	6
G. 1000 kcmil A/L cable (175 mils tree-retardant, INS jacketed).	7
H. 1/0 A/L stranded A/L cable, 280 mils, 28KV.	8
I. 250 kcmil A/L, cable, 280 mils, 28KV.	9
J. 750 kcmil A/L cable, 280 mils, 28KV.	10
K. 350 kcmil A/L cable, 260 mils, 25KV.	11
M. Marker to locate cable	12
N. Marker to Note on drawing, NI for Note 1, etc.	13
R. 1/0 A/L A/L stranded cable, 280 mils, 28KV.	14
T. 1/0 A/L A/L stranded cable, 280 mils, 28KV, jacketed.	15
TT. 1/0 A/L A/L stranded cable, 260 mils tree-retardant INS, 25KV.	16
VT. 350 kcmil A/L cable, 260 mils tree-retardant INS, 25KV, jacketed.	17
W. 750 kcmil A/L stranded, 280 mils, 28KV, jacketed.	18
WT. 350 kcmil A/L, cable, 260 mils, 25KV, jacketed.	19

CONDUIT

P2 2" Plastic	P3 3" Plastic	P4 4" Plastic	P6 6" Plastic	
S2 2" Steel	S3 3" Steel	S4 4" Steel	S5 5" Steel	S6 6" Steel
BR3 Bore3" Hole	BR4 Bore4" Hole	BR6 Bore6" Hole		

 PROP. ELEC. CONDUCTORS ONLY

 PROP. ELEC. AND GAS LINES ONLY

 PROP. GAS LINE ONLY

 PROP. ELEC. GAS AND TELECOMMUNICATIONS ONLY

 EXIST. ELEC. CONDUCTORS ONLY

 EXIST. GAS LINE ONLY

 FUTURE ELECTRIC TRENCH



ELECTRIC CAD TITLE BLOCK (2020)
08-19-2024 08:06:58 SA-BOUD-JS-PROD-Design2079394.dwg



9. G

To: Board Members
From: Deborah Guthrie, Township Clerk
Date: October 10, 2024
Re: Resolution Family Court Awareness Month

November is Family Court Awareness Month. The month of November provides an excellent opportunity for our Township to demonstrate its support in recognizing the importance of a family court system that prioritizes child safety and acts in the best interest of children.

Our goal for Family Court Awareness Month 2024, is to increase awareness of the importance of a family court system that prioritizes child safety and acts in the best interest of children. We encourage all residents to support their local communities' efforts to prevent the harm of children and to honor and value the lives of children.

A motion is prepared for Board consideration:

MOVE TO APPROVE THE RESOLUTION RECOGNIZING NOVEMBER AS FAMILY COURT AWARENESS MONTH

Attachment:

1. Resolution Recognizing Family Court Awareness Month

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 15th day of October 2024, at 6:00 pm local time.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____

WHEREAS, the purpose of Family Court Awareness Month is to increase awareness of the importance of a family court system that prioritizes child safety, recognizes the unique circumstances and needs of each child, and that acts in the best interest of each child; and,

WHEREAS, the mission of recognizing Family Court Awareness Month is to increase awareness of the importance of education and training on domestic violence, childhood trauma, and post separation abuse for all professionals and judges working within the family court system; and

WHEREAS, we must also educate judges and other family court professionals on the proper application of existing laws regarding children to ensure that the children's best interests are first and foremost in every decision made by a Family Court; and

WHEREAS, we must further educate judges and other family court professionals on the empirical data and research that is currently available; such research is a critical component to educating the decision makers regarding the best interests of children. This research includes the Adverse Childhood Experiences (ACE) Study (CDC-Kaiser Permanente), Saunder's Study (U.S Department of Justice). The Meier Study; Child Custody Outcomes in Cases Involving Abuse Allegations, and the Santa Clara Law Study (Confronting the Challenging of High-Conflict Personality in Family Court); and

WHEREAS, during Family Court Awareness Month, state state of Michigan seeks to educate the public, continue to improve the family court system, and honor over one hundred children in the United States who were murdered by a parent after a custody court rejected the other parent's please for protection;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, hereby declares November, 2024 as Family Court Awareness Month in Meridian Township.

ADOPTED: YEAS:

 NAYS:

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting clerk of the Charter Township of Meridian, Ingham County, Michigan, **DO HEREBY CERTIFY** that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, October 15, 2024.



Deborah Guthrie, Clerk
Charter Township of Meridian



To: Board Members

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

Date: October 15, 2024

**Re: Memorandum of Understanding between Meridian Township and Ingham
County for the County Park North Lift Station Replacement Project**

Township staff have negotiated the attached memorandum of understanding (MOU) with Ingham County, which is directly related to the Township's County North Lift Station Replacement Project, which will begin construction on Monday, November 4.

Ingham County has requested the MOU primarily to ensure their property is restored at the conclusion of the project. All of the necessary pay items to restore their property are in the contract.

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

**MOVE TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE
CHARTER TOWNSHIP OF MERIDIAN AND THE COUNTY OF INGHAM ACTING ON
BEHALF OF THE PARKS DEPARTMENT AND AUTHORIZE THE TOWNSHIP SUPERVISOR
TO EXECUTE THE MEMORANDUM OF UNDERSTANDING.**

MEMORANDUM OF UNDERSTANDING

Between

Charter Township of Meridian

And

the County of Ingham acting on behalf of the Parks Department

This **MEMORANDUM OF UNDERSTANDING** (hereinafter referred to as “**MOU**”) is hereby made and entered into by and between the **CHARTER TOWNSHIP OF MERIDIAN** (hereinafter referred to as the “**Township**”) and the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “**County**”) acting on behalf of the Ingham County Parks Department.

PURPOSE:

The purpose of this MOU is for the County and the Township to cooperate in their efforts for the Township to maintain the existing sanitary sewer system which was originally constructed in the public road right-of-way (ROW) of Quail St. Said ROW was vacated and the property is now the Lake Lansing Boat Launch Area. Ingham County owns the property on which the sanitary sewer replacement project will be performed (the “**Property**”).

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY MUTUALLY AGREED**, as follows:

A. Ingham County Parks will:

Allow the Township, its employees, agents, contractors, and subcontractors, reasonable access to the Property for the purpose of replacing an existing sanitary sewer lift station in the boat launch area. This right of access shall commence on November 4, 2024, and end on May 31, 2025. The Boat Launch located at 6271 E. Lake Drive, Haslett MI 48840 shall be closed to the public no later than May 1, 2025, as it will be an active construction site.

B. Township will:

1. Commence work on or after November 4, 2024, and have the Boat Launch located at 6271 E. Lake Drive, Haslett MI 48840 ready to reopen by May 1, 2025. The Township’s contractor shall complete asphalt restoration and vacate the Boat Launch located at 6271 E. Lake Drive, Haslett MI 48840 no later than May 31, 2025. The Township shall provide at least one (1) day notice prior to project completion.
2. Restoration. Within thirty (30) days of completion of the construction activities as described in this Agreement, Township shall return Property effected by the work to a condition substantially comparable to the condition in which it existed prior to the Township’s use of it. The intent of this provision is to ensure that if the Township’s use of the Property causes damages to the Property, the Township shall correct such damage.

Hypothetical examples of such damage would be any damage to turf or vegetation, parking areas, structures, or severe erosion due to the Township's equipment. The Township recognizes the Property is dedicated parkland, for public use, and must be restored to be used for this purpose. As part of the restoration activities required in this section, the Township shall reseed and water until established any grassy portions of the Property, with seed matching the existing grass.

C. LIABILITY.

All liability to third parties, loss or damaged as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Township in the performance of this MOU shall be the responsibility of the Township and not the responsibility of the County, if the liability, loss or damage is caused by or arises out of the actions or failure to act on the part of the Township, any volunteer, subcontractor, or anyone directly or indirectly employed by the Township. Nothing in this MOU shall be construed as a waiver of any governmental immunity by the Township, its employees, or its agents.

D. NON DISCRIMINATION.

The Township as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment,, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity or expression, disability or genetic information that is unrelated the individual's ability to perform the duties of a particular job or position, height with or marital status. The Township shall adhere to all applicable Federal. State and local laws, ordinance, rules and regulations prohibiting discrimination, including, but not limited to the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453 as amended;
2. The Persons With Disabilities Civil Rights Act, 1976 PA 220 as amended
3. Section 504 of the Federal Rehabilitation act 1973, P.L. 93-112.87 Stat 355, and regulations promulgated thereunder: and
4. The Americans with Disabilities Act of 1990, P.L. 101-336. 104 Stat 327, as amended and regulations promulgated thereunder.

Breach of this section shall be regarded a material breach of this MOU. In the event Townships found not to be in compliance with this section, the County may terminate this MOU effective as of the date of delivery of written notification to the Township.

E. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. PRINCIPAL CONTACTS. The principal contacts for this MOU are:

Ingham County Parks Contact	Township Contact
Contact: Tim Morgan, Manager	Contact: Dan Opsommer Deputy Township Manager
Phone: 517-676-2233	Phone: 517-281-6034
E-Mail: tmorgan@ingham.org	E-mail: opsommer@meridian.mi.us

2. COMMENCEMENT/EXPIRATION DATE. This MOU is effective as of the date of last signature and concludes at completion of the lift station and reimbursement.
3. COMPLETE AGREEMENT. This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.
4. SEVERABILITY. If any of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.
5. GOVERNING LAW. This Agreement shall be interpreted under the laws of the State of Michigan.
6. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last writtendate below.

COUNTY OF INGHAM

MERIDIAN CHARTER TOWNSHIP

By: _____

Ryan Sebolt, Chairperson
Ingham County Board of Commissioners

By: _____

Scott Hendrickson, Supervisor
Charter Township of Meridian

Date:	Date:
-------	-------

APPROVED AS TO FORM
FOR COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: Donald J. Kulhanek 10/3/2024



To: Township Board

From: Scott Hendrickson, Township Supervisor

Date: October 15, 2024

Re: Amendment to Interim Township Manager Contract

In May of 2024, the Township Board signed a contractual agreement with Timothy Schmitt to act as Interim Township Manager while the Township Board conducts a national search for Meridian Township's next permanent Township Manager. This process started in June with a Request for Proposals being issued for a managerial search firm. In August, the proposals were sent to the Board for consideration, and the Township Board, after deliberation, selected Amy Cell Talent as the search firm.

Since that time, Amy Cell has conducted interviews with Board Members and others and the search is under way.

The search timeline provided by Amy Cell Talent suggests that the new Township Manager will not be in place by November 21st. In the Interim Township Manager Contractual Agreement signed between the Township and Timothy Schmitt, the termination date is at the earlier of: 1. A permanent Township Manager commencing employment with the Township; or 2. Either Parties' written notice to the other of its intent to immediately terminate the Agreement at any time, for any reason; or 3. November 21, 2024.

If a Manager is not selected by the 21st of November, the Township would be without a Township Manager. As this is not an ideal scenario, I reached out to the Township Attorney to draft an amendment for the Board to consider so that we do not have a gap in this vital role. The following has been drafted and provided for the Board's consideration. The amendment offered before the Board this evening would strike the November 21, 2024 date and leave the two remaining provisions.

This matter was discussed at the October 1st Board meeting.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE ADDENDUM TO THE INTERIM TOWNSHIP MANAGER
EMPLOYMENT AGREEMENT AS PRESENTED.**

Attachment:

1. Addendum to Interim Township Manager Employment Agreement

ADDENDUM TO INTERIM TOWNSHIP MANAGER EMPLOYMENT AGREEMENT

This Addendum to Timothy Schmitt's Interim Township Manager Employment Agreement (this "Addendum") is entered into as of [REDACTED], 2024 (the "Effective Date"), between Meridian Charter Township ("Township") and Timothy R. Schmitt ("Employee") (collectively, the "Parties").

WHEREAS, the Parties entered into an Employment Agreement to make Employee the Interim Township Manager on May 21, 2024; and

WHEREAS, Section 3(B)(Termination) of the Employment Agreement provides:

Mr. Schmitt is an at-will employee and serves at the pleasure of the Township Board. Mr. Schmitt will be relieved of his duties as Interim Manager at the earlier of:

- 1. A permanent Township Manager commencing employment with the Township; or*
- 2. Either Parties' written notice to the other of its intent to immediately terminate the Agreement at any time, for any reason; or*
- 3. November 21, 2024.*

WHEREAS, the Township has retained a consultant to assist in identifying and securing a permanent Township Manager, but neither Party expects that a permanent Township Manager will be hired prior to November 21, 2024; and

WHEREAS, the Parties wish to avoid any period where the Township would be without the services of an interim or permanent Township Manager.

THEREFORE, the Parties agree to modify Section 3(B) of the Employment Agreement to remove the automatic expiration date of November 21, 2024 such that Section 3(B) will be amended to read in full:

B. Termination. Mr. Schmitt is an at-will employee and serves at the pleasure of the Township Board. Mr. Schmitt will be relieved of his duties as Interim Manager at the earlier of:

1. A permanent Township Manager commencing employment with the Township; or
2. Either Parties' written notice to the other of its intent to immediately terminate the Agreement at any time, for any reason.

All other provisions of the Employment Agreement shall remain in full force and effect.

[Signature Page to Follow]

Agreed:

Timothy R. Schmitt,
Interim Township Manager

Date

Scott Hendrickson,
Township Supervisor

Date

Deborah Guthrie,
Township Clerk

Date



9. J

To: Board Members

From: Scott Hendrickson, Township Supervisor

Date: October 10, 2024

Re: CATA Board of Directors Appointment

Meridian Township has been allocated two seats on the Capital Area Transit Authority (CATA) Board of Directors. Typically, the Meridian Township Board appoints one of its own members to one of these seats and a Meridian Resident to the second.

Treasurer Deschaine has served on the CATA Board since 2020, and his appointment expired September 30th, 2024. He has been elected by the CATA Board to the Secretary/Treasurer position in 2022. He is willing to serve another 4-year term on the CATA Board. I recommend Treasurer Deschaine for reappointment to the CATA board for another 4-year term.

The second seat was vacated earlier this year when Phylis Vaughn resigned from her appointment to the CATA Board. Steve Vagnozzi has recently applied to be appointed to the CATA Board and his application for public service is attached. Mr. Vagnozzi served for several years on our Transportation Commission and is already well informed on CATA routes and Redi-Ride services in Meridian Township. I recommend the Board appoint Steve Vagnozzi to a four-year term on the CATA Board.

The Township Board moves to approve the appointment of Treasurer Phil Deschaine to the Capital Area Transit Authority Board of Directors for a term ending on December 31, 2028.

The Township Board moves to approve the appointment of Steve Vagnozzi to the Capital Area Transit Authority Board of Directors for a term ending on December 31, 2028.

* 1. I am interested in service on one or more of the following public bodies as checked below:
Capital Area Transportation Authority (C.A.T.A.)

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

I have a lifelong interest in public transit. I took my first transit ride on a Detroit streetcar in the 1950s. I have ridden public transit in numerous cities throughout the US and Europe. Most recently I used the Link light rail system in Seattle during a weekend trip for a college football game.

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

I served as the chair of the Township Transportation commission. The Commission worked with CATA to improve Redi Ride service in the Township. I know the top CATA administrators from my Commission work. I also work with them frequently as the Government Affairs Coordinator for the Michigan Association of Railroad Passengers regarding the East Lansing multimodal station which is served by Amtrak. I have strong analysis and creative solution finding skills from my IT career.

(Attach resume if available)

[resume5.docx](#)

*** Full Name**

Steven Vagnozzi

*** Occupation**

Government Affairs Coordinator (Volunteer)

*** Place of Employment**

Michigan Association of Railroad Passengers

*** Home Address**

2144 Woodfield Rd
Okemos 48864-3229

*** Phone (Day)**

517.927.1118

*** Phone (Evening)**

517.927.1118

*** Email**

svagnozzi@comcast.net

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

Steven Vagnozzi

*** Date and Time**

10/09/2024

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



To: Township Board
From: Samantha Diehl, Communications Manager
Date: October 8, 2024
Re: Televising Senior/Community Center Task Force Meetings

At the September 17, 2024 regular Township Board meeting, an item was placed on the agenda to discuss a new Senior/Community Center Task Force. During this discussion, it was requested that the Task Force meetings be televised on HOMTV.

According to HOMTV's Operating Policies under Section 2 (Live Meeting Coverage), article I states:

The Communications Department staff and HOMTV interns are responsible for providing live coverage of regular meetings of the Township Board, the Planning Commission, the Park Commission, Zoning Board of Appeals and the Environmental Commission, up to a total of ten meetings per month. The Township Communications Commission may recommend to the Township Board expansion or limitation of meeting coverage responsibilities based upon staff and facility capabilities.

At the October 7, 2024 special Communications Commission meeting, the Commission unanimously voted to approve the request to televise the Senior/Community Center Task Force meetings beginning in October 2024 and lasting until April 2025.

The Township Board MOVES TO APPROVE THE TELEVISIONING OF SENIOR/COMMUNITY CENTER TASK FORCE MEETINGS ON HOMTV BEGINNING IN OCTOBER 2024 AND LASTING UNTIL APRIL 2025.



To: Township Board
From: Samantha Diehl, Communications Manager
Date: October 8, 2024
Re: Communications Commission Appointments

The Communications Commission is composed of five regular members and two alternates. Currently, there are two regular members and one alternate.

Mike Nevells serves as the alternate member, with a term ending on December 31, 2024. At the June 26, 2024 regular Communications Commission meeting, Alternate Commissioner Nevells stated he would like to move the role of a regular member.

Staff is recommending that the Commission approve the appointment of Mike Nevells to the role of a regular Communications Commission member, with a term ending on December 31, 2024.

At the June 26, 2024 regular Communications Commission meeting, Chair Leslie Charles stated her interest in recruiting members to join the Commission. Commissioner Whiting-Dobson informed the Commission that Michigan State University was open to passing along information as long as they had a flyer with more information. Marketing and Public Relations Specialist Rachael Stohlin created the flyer that was distributed to potential members.

On August 19, 2024, Amol Pavangadkar emailed Manager Diehl asking for more information about the role. She met with him on August 21, 2024, to explain the tasks of the Communications Department, as well as the tasks of a Commission member. After the meeting, he stated his interest in applying, and his application was received on September 19, 2024.

Amol's application, as well as his resume, are attached to this memo. Staff is recommending the approval of Amol Pavangadkar to the role of Communications Commission member, with a term ending on December 31, 2025.

The Township Board MOVES TO APPROVE THE APPOINTMENT OF AMOL PAVANGADKAR TO THE ROLE OF COMMUNICATIONS COMMISSION MEMBER, WITH A TERM ENDING ON DECEMBER 31, 2025.

The Township Board MOVES TO APPROVE THE APPOINTMENT OF MIKE NEVELLS TO THE ROLE OF A REGULAR COMMUNICATIONS COMMISSION MEMBER, WITH A TERM ENDING ON DECEMBER 31, 2024.

Attachment:

1. Public Service Application/Resume

Submission #	3494272
IP Address	35.21.24.25
Submission Recorded On	09/19/2024 9:04 AM
Time to Take Survey	16 minutes, 26 seconds

Page 1

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

Communications Commission *

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

Answering the call of civic service. Can contribute to diversifying the content for HomTV with more community engagement, mentoring students from the high schools and colleges to create programming and research new avenues for outreach.

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

29 years as a film maker, TV producer, documentarian and PBS short form content creator. Taught filmmaking, media management and production at Michigan State University for over 21 years. Multiple degrees in different areas. Regional, State, National and International awards and fellowships. Experience in branding, advertising and recruiting campaigns.

(Attach resume if available)

Amol_resume_June_2023.docx

*** Full Name**

Amol Pavangadkar

*** Occupation**

Senior Specialist, Professor of Practice

*** Place of Employment**

Michigan State University

*** Home Address**

3947, Hemmingway Drive,
Okemos 48864

*** Phone (Day)**

517.944.0001

*** Phone (Evening)**

517.944.0001

*** Email**

amol.pavangadkar@gmail.com

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

Amol S Pavangadkar

*** Date and Time**

09/19/2024

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

Amol Suhas Pavangadkar

3947, Hemmingway Drive, Okemos, MI-48864

Email: amol.pavangadkar@gmail.com Cell: 517-944-0001

EDUCATION & TRAINING

- 2005 MA, Telecommunication, Information Studies and Media, Michigan State University, East Lansing, Michigan
- 2002 Master in Personnel Management, Part-I, University of Pune, India
- 2001 MDBA, Financial Management, Symbiosis Institute of Management Studies, Pune, India
- 1999 BS, Electronics, University of Pune, India

POSITIONS HELD

2020-Present	School of Journalism	Senior Academic Specialist
2016-2020	Department of Media and Information	Senior Academic Specialist
2016-2020	Media Sandbox Integrated Program	Director, Sandbox Studios
2015-2017	MSU Translational Scholar Program	Executive Producer
2007- 2015	CAS Media, Michigan State University	Senior Producer
2014- Present	Summer Study Abroad in India	Program Lead
2009- 2015	Department of Telecommunication, Information Studies and Media, Michigan State University	Teaching Specialist
2006-2009	Knight Center for Environmental Journalism, Michigan State University	Course Developer/ Media Producer
2006-2009	College of Communication Arts and Sciences, Michigan State University	Teaching Specialist
2005-2006	Department of Telecommunication, Information Studies and Media, Michigan State University	Project Manager/ Media Producer
2003-2005	Department of Telecommunication, Information Studies and Media, Michigan State University	Teaching Assistant/ Instructor
1998-2002	Bars and Tone Tel. Pvt. Ltd., Pune, India	Production Manager
1997-1998	Bars and Tone Tel. Pvt. Ltd., Pune, India	Production Assistant

TEACHING EXPERIENCE (All at Michigan State University)

- DS441/ MI 442: Cinema and Television projects, Fall 2009 till present
Design and development of television and cinema projects in a team setting. Participation in a production cycle including research, planning, budgeting, design, proposal writing, production, testing, and evaluation. Issues of professionalism, ethics, and communication.
- DS241/MI241: Film Making I, Fall 2016 till present
Process of creating a film product. Basic camera operation, sound capture, the editing process and producing a final product

- MI 401: Media Impacts on Society Summer 2018, 2016, 2015 and 2014
Cultural, technological, and design evolution of media. Current and historical genres, content, audience, and industries for media.
- CAS112: Story Sound and Motion in Summer 2019, Summer 2018, Summer 2017, Fall 2015 and Spring 2009
Central role of storytelling in human communication from the earliest oral traditions through the most recent mediated communication
- MI491/891 Special Topics in Media and Information, Summer 2018, 2016, 2015 and 2014
Contemporary issues in media and communication technology.
- CAS 492: Client based media design in Summer 2013, Summer 2011, Summer 2010, Spring 2009, Fall 2008, Spring 2008, Fall 2007, Summer 2007, Spring 2007 and Fall 2006
Introduction to project design and implementation while actually developing a real deliverable for a real client.
- CAS 492: Fundamentals of Digital Media in Spring 2007 and Fall 2006
Storytelling using basic audio, video, web and graphic design
- TC 343: Basic audio productions, Summer 2004 till Summer 2005
Basic audio production techniques. In-depth audio and radio industry analysis. Media writing
- TC 240: Introduction to Digital Media Arts and Technology, Fall 2003 and Spring 2004
Basic audio, video, web and graphic design

HONORS AND ACHIEVEMENTS

- **2021-22 Michigan State University Academic Leadership Fellow**
- **2020-21 Michigan State University Adams Academy Fellow**, a cross-disciplinary cohort program focused on learning and teaching.
- **2019 Inaugural #iTeachMSU Award**, commending educators who have made a difference at MSU.
- **2018 Balgandharva Parivaar puraskar** (Balgandharva family award) for distinguished and continuous service to the performing arts, theatre, film and media arts. This is one of the most prestigious honors, in memory of one of India's foremost theatre personality.
- **2017 Regional Emmy Nomination** in the Public/ Current/ Community Affairs category for Invisible Wounds, a PBS documentary about PTSD in Veterans.
- **2017 Best in Category award as Independent Producer** in the Public Television Category for Invisible Wounds in the **2017 Michigan Broadcast Excellence Awards**.

- **2017 Silver ADDY** for Invisible Wounds in the Integrated Advertising Campaigns, Consumer Campaign category at the **mid Michigan regional ADDY** awards.
- **2017 Bronze ADDY** for Beyond Bollywood Poster in the Illustration, Single category at the **mid Michigan regional ADDY** awards
- **2016 Faculty Impact Award**, the highest teaching award offered by the College of Communication Arts and Sciences at Michigan State University
- **2016 Bronze ADDY** in the Integrated Media Campaign professional category at the **mid Michigan regional ADDY** awards
- **Michigan Veterans Affairs Agency Directors medallion** for exceptional service towards veterans in Michigan June 2015.
- **Academy of Television Arts and Sciences Foundation Faculty seminar fellowship** in Hollywood, California, November 2012.
- **Fellow of the Strategies and Tools Across Fields: Teaching with Writing workshop** at Michigan State University, Summer 2011
- **Invited speaker** at the Society of Environmental Journalism annual conference in Missoula, Montana, October 2010.
- **Invited speaker** at the Society of Environmental Journalism annual conference in Madison, Wisconsin, October 2009.
- **Executive producer** of the Bioeconomy project campaign videos, awarded the **first and the second prize** in short length video category at the Great Lakes Environmental Film festival in Bay City, January 2009.
- **Invited speaker** at the Great Lakes Environmental Journalism training institute at Michigan State University, June 2009.
- **Executive producer** of the WASTE project, awarded the **first prize** in short length video category at the Great Lakes Environmental Film festival in Bay City, January 2008.
- **Executive Producer** of “Keeping the future bright, awarded the **second prize** in long length video category at the Great Lakes Environmental Film festival in Bay City, January 2008.
- The **Nancy Dempsey graduate scholarship** award at Michigan State University for 2005.
- The **Robert W. Schlater graduate scholarship** award at Michigan State University for 2004.

- **Laxmanrao Kirloskar scholarship** for international education, 2002.

GRANTS, CONTRACTS AND FUNDED PROJECTS

- Producer and Director for Training Environmental Journalists in Peru, funded by the US Department of State, August 2021-July 2022.
- Producer and Director on Online Parenting Intervention Program to support Michigan Families, funded by the Michigan Health Endowment Fund, August 2018-July 2020.
- Koo Endowment for international studies and programs for the Dr. Kurien-AMUL-MSU documentary project, December 2019
- Co- Investigator on “Using an mHealth app to transition care of Type-1 diabetes from parents to teens”, funded by the American Diabetes Association, January 2016-December 2018.
- Union of non tenured faculty travel grant for 2018 to present at the National Association of Broadcasters conference in Las Vegas, April 2018
- Principal Investigator on Strategic Partnership Development grant offered by the International Studies and Programs and Asian Studies Center at Michigan State University, June 2016-August 2017.
- Principal Investigator on Environmental Journalism in India grant by the Knight Center for Environmental Journalism at Michigan State University, June 2016-August 2017.
- Principal Investigator on Global Food Systems Innovation grant by the Global Center for Food Systems Innovation at Michigan State University, June 2016-August 2017.
- Union of non tenured faculty travel grant for 2017 to present at the Broadcasters Education Association conference in Las Vegas, April 2017
- Principal Investigator on Training Videos for pre-hospital trauma management in India. Funded by the Koo Endowment for international studies and programs. December 2015-March 2016.
- Union of non tenured faculty travel grant for 2016 to present at the Broadcasters Education Association conference in Las Vegas, April 2016
- Translational Scholar program with the Global Center for Food System Innovation outreach project. Funded by USAID, January 2015- Present.
- Outreach media campaign with the Global Center for Food System Innovation outreach project. Funded by USAID, January 2015- Present.

- “Invisible Wounds: Preparing First Responders for Veterans with PTS”, funded by the Veterans Affairs and Michigan State Police, February 2015- June 2015.
- Project Safe Neighborhoods (PSN) National Training and Technical Assistance Program, funded by the Bureau of Justice Assistance (October 2015-September 2018)
- Union of non tenured faculty travel grant for 2015
- Study Abroad Research grant in India, Summer 2014.
- Information Architect and Senior Producer on the Department of Justice funded project, Violence Reduction Assessment Tool (VRAT), January 2014- Present.
- Principal Investigator and Producer/Director on the Michigan Department of Community Health funded project on Mercury Outreach, November 2012- August 2013.
- Emergency Services Consolidation training and outreach project, funded by the Community Oriented Policing Services unit of the Department of Justice, October 2012- September 2013
- Principal Investigator in the Michigan Department of Community Health funded project on Mercury Outreach, November 2011- October 2012.
- Evolution in Action outreach project for the BEACON initiative, funded by the National Science Foundation, August 2012- December 2012.
- The Great Lakes Climate Change Science and Education Systemic Network project, funded by the National Science Foundation, July 2012- December 2012.
- Anti-Counterfeiting training and curriculum development project, funded by the Bureau of Justice Assistance, January 2012-December 2012.
- Project Safe neighborhood program training video materials; funded by the Bureau of Justice Assistance, September 2011-December 2012.
- Drug Market Intervention program website and training video materials; funded by the Bureau of Justice Assistance, May 2010-December 2012.
- Co-Investigator in the NIH funded project, ‘Improving feeding practices for child diet and weight in low-income families, September 2010- August 2011.
- Website development for the Mine risk education project; funded by the Golden West Humanitarian Foundation and the US State department office of weapons removal and abatement, November 2010.

- Promotional and training videos for the Mine risk education project; funded by the Golden West Humanitarian Foundation and the US State department office of weapons removal and abatement, November 2010.
- Promotional video for the Michigan Energy Efficiency Network project, November 2010.
- Sustainable Michigan Endowed Project Academy, October 2010
- Social effects of the biomass operation in the Upper Peninsula of Michigan, October 2010.
- Educational video on food safety issues with the National Food safety and Toxicology Center at MSU, August 2010.
- Virtual tour for the Recycling facility at MSU, August 2010.
- Online training modules for near shore water testing for E. coli using qPCR, with the Center for water sciences and the DNRE; funded by the Environmental Protection Agency, July 2010 – December 2011.
- Overview video for the Michigan Prosperity Project with the Office of Governmental Affairs at Michigan State University, June 2010.
- Series of short length videos highlighting green initiatives on the MSU campus, April 2010.
- Web site design for the Sustainable Michigan Endowed Project, March 2010.
- College overview video for the College of Agriculture and Natural Resources at MSU, November 2009.
- Short length video promoting Environmental Stewardship at MSU, August 2009.
- Technical Facilitation for Yobi TV, 2009
- The facility overview video for the recycling center at MSU, August 2009.
- Facility for Rare Isotope Beams (FRIB) Rap video at MSU, May 2009.
- Official launch slideshow for the FRIB launch at MSU, May 2009
- Conference coverage for the “Transforum” event at Michigan State University, April 2009
- Video titled, “Sustainability: Not your normal science”, funded by the Sustainable Michigan Endowed Project, February 2009.

- Promotional video for the Sustainable Michigan Endowed Project, March 2009
- Series of short length and a longer length video promoting the Biochemistry and Molecular Biology program at MSU, August 2008
- Series of short length and a longer length video highlighting undergraduate research at MSU, April 2008.
- Promotional video for Weathervane Advisors LLC, April 2008.

UNIVERSITY SERVICE (All at Michigan State University)

- Chair, Task Force of Best Practices for Student Centered Teaching and Learning, 2022
- Member, 1855 Journalism Professorship Search Committee, 2022-23
- Chair, Diversity, Equity and Inclusion committee, School of Journalism, 2020-Present
- Member, DEI in Journalism Professorship Search Committee, 2021-22
- Member, Specialist Review committee, College of Natural Sciences, 2022
- Scholarship committee, Department of Media and Information, 2021-2022
- Member, Digital Storytelling Ad-Hoc committee, School of Journalism, 2020-2021
- Scholarship committee, Department of Media and Information, 2020-2021
- Scholarship committee, Department of Media and Information, 2019-2020
- Media Curriculum revision committee, Department of Media and Information, 2018-2019
- Member, College DEI Committee, 2017-2019
- Chair of search committee for the Professor of Practice position in Film making, 2017-2018
- Lead coordinator for the production based curriculum revision committee, 2016- 2017
- Lead Facilitator for improved MSU branding in India, July 2016- Present
- Sandbox Scholars scholarship committee, June 2016
- Partner with the Anti-Counterfeiting and Product Protection Program, 2012- present
- Partner with the Police Consolidation and Shared Services program, 2012-present

- Curriculum development specialist search committee for the Confucius Institute at the College of Education, 2012
- Undergraduate creative curriculum revision committee for the College of Communication Arts and Sciences, 2009-2010
- Chair of the audio-video curriculum subcommittee for the College of Communication Arts and Sciences, 2009-2010
- Environmental Steward and media advisor for the Be Spartan Green campaign since 2009
- Documentary Film faculty search committee member for the Department of English and Department of Telecommunication, Information Studies and Media, 2008
- Undergraduate curriculum revision committee for the School of Journalism, 2005-2006

STUDENT MENTORING

- Over a hundred undergraduate independent study and special project advisees since 2007
- Thirteen graduate independent study advisees since 2007
- Over seventy research and creative forum presentations for undergraduates
- Supervised over a dozen Honors projects

PUBLICATIONS

An interactive parental guide for feeding preschoolers, pilot studies for improvement
Journal of the Academy of Nutrition and Dietetics, April 2014
Melissa M. Reznar, PhD, MPH; John S. Carlson, PhD; Sheryl O. Hughes, PhD; Amol S. Pavangadkar, MBA, MA; Marci K. Scott, PhD, RD;
Sharon L. Hoerr, PhD, RD, FACN

CREDITS ON AIRED PROGRAMMING

- Over eighty credits on WKAR
- Six credits on Indian National Television
- Two credits in regional Bollywood feature films

PROFESSIONAL PRESENTATIONS AND EVENT ORGANIZING (Since 2014)

- Invited Speaker and Panelist for the University workshop on Thriving as an Academic Specialist (February 2023)
- Invited Speaker and Panelist for the University workshop on Thriving as an Academic Specialist (February 2022)
- Invited Speaker and Moderator for the Global Spartan Summit
- Invited Speaker on DEI in Media by Disney Media and Entertainment, (September 2021)
- Invited Speaker and Panelist for the University workshop on Thriving as an Academic Specialist (February 2021)
- Invited Speaker and Panelist for the University workshop on Thriving as an Academic Specialist (February 2020)
- Lead organizer for the India based film and behind the scenes premiere event (October 2018)
- Lead organizer for the two week American research and immersion trip by doctoral fellows from MICA, India (September 2018)
- Presented on the future partnership possibilities between the Film and Television Institute of India and Michigan State University (July 2018)
- Organizer and Moderator of the panel on regional news coverage at ABP Mazha Mumbai (June 2018)
- Organizer and Moderator of the panel on growing theme park industry in India in Pune (June 2018)
- Successfully pitched the documentary on the role of Michigan State University in influencing the white revolution in India with the National Dairy Development Board of India, Indian Institute of Rural Management, Gujarat Dairy Co-operatives and AMUL in Anand, Gujarat (October 2017)
- Presented on Improving First Responder Training at AMUL (October 2017)
- Lead coordinator for the Immersion visit by MICA faculty and administrators (September 2017)
- Co-hosted the visit by Mr. R.S Sodhi, Managing Director of AMUL dairy (September 2017)
- Organizer and Moderator for “The Little AMUL girl”, a presentation on the branding campaign by the world’s largest dairy co-operative society in India.

- Organizer of the Kurien Lecture series events with Mr. R.S Sodhi, Managing Director of AMUL dairy
- Lead media organizer for the USAID sponsored Food Systems Innovation workshop in Malawi (August 2017)
- Lead presenter for the USAID sponsored “Media Production on the cheap” workshop for the journalists in Lilongwe, Malawi (August 2017)
- Media Director and presenter at the Smart suite training academy, supported by the US Department of Justice, Lansing (July 2017)
- Presented on a Broadcast Educators panel on Planning and running successful study abroad programs during BEA Annual Convention 2016 in Las Vegas (April 2017)
- Lead organizer for the visit by the Dean of MICA, Dr. Preeti Shroff, March 2017
- Lead Organizer for the USAID funded Grantee workshop with the Global Center for Food System Innovation at Michigan State University (March 2017)
- Presented on Michigan State University’s capabilities in skill development and Human resource development with the Union minister in Delhi, (January 2017)
- Overview of Michigan State University interests and Capabilities with the Transportation ministry of Maharashtra, Mumbai (January 2017)
- Overview of Michigan State University interests and Capabilities at the Ramoji Film City, Hyderabad (January 2017)
- Lead Organizer of the MSU administrator and faculty visit to India (January 2017)
- Presented and moderated the panel on the PBS Independent Lens documentary, “Meet the Patels” with WKAR (1st December 2016)
- Presented the premiere of the documentary, “Invisible Wounds” for an evening with WKAR (10th November 2016)
- Represented Michigan State University at Indywood 2016, India’s leading film carnival. (September 2016)
- Presented a talk on “Exploiting mass media Exploiting mass communication to improve outcomes: Fast Growing Economies trauma care” at the World Trauma Congress at Vigyan Bhawan, New Delhi (20th of August 2016)
- Workshop Director for Pre Hospital trauma response training in New Delhi, India. The team trained more than 200 traffic policemen, doctors in residency, nursing students and public transport employees on how to handle trauma in accident victims (17th August 2016)

- Co-hosted MSU Alumni Association event, “Green and White evening in Fort Lauderdale featuring Andre Blay. (21st of April 2016)
- Presented on a Broadcast Educators panel, “Creating an academic department production company during BEA Annual Convention 2016 in Las Vegas (19th April 2016)
- Presented MSU’s research and creative capabilities to Mr. Ramoji Rao, Chairman of the Ramoji Film City. Co-presented with Dean of College of Communication Arts and Sciences Prabu David, PhD. and Director of Asian Studies Center, Siddharth Chandra, PhD. (25th February 2016)
- Lead Organizer for presentation to the top management of Central Board of Secondary Education (largest educational governing body in India) to pitch the integration of pre hospital trauma response in India. Co-presented with Director of Asian Studies Center, Siddharth Chandra, PhD, CEO of Ramoji Film City, Mr. Rajeev Jalnapurkar and Directors of Bharti Public School, Mr. Rajesh Batra and Ms. Savita Arora (24th February 2016)
- “Effective use of media in classroom”: A talk at Bharti Public School, New Delhi (23rd February 2016)
- “Importance of branding and marketing in education”: A talk at Bharti Public School, New Delhi (23rd February 2016)
- Lead Organizer for the USAID funded Grantee workshop with the Global Center for Food System Innovation at Michigan State University (22nd-24th January 2016)
- Lead Organizer of Pre Hospital trauma response training in Karimnagar, Telangana, India. The team trained more than 470 traffic policemen, doctors in residency, nursing students and public transport employees on how to handle trauma in accident victims (3rd- 4th January 2016)
- Presented the project plan for pre hospital trauma response in India to Dr. Rajendra Jagdale, DG and CEO of the Science and Technology Park, Government of India. Funding through the Koo Endowment Grant under International Studies and programs at MSU. (30th December 2015)
- Presented the project plan for pre hospital trauma response in India to Mr. Ramoji Rao, Chairman of the Ramoji Film City and ETV executives. Funding through the Koo Endowment Grant under International Studies and programs at MSU. (30th December 2015)
- Conducted sensitization training of high-ranking police officers at the National Police Academy, Hyderabad on the subject of Pre Hospital trauma. This is India premiere law enforcement training academy (30th December 2015)
- Presented the project plan for pre hospital trauma response in India to Mr. R Ravi, Hon. Minister for Non Resident Indian affairs in Andhra Pradesh, India. Funding through the Koo Endowment Grant under International Studies and programs at MSU. (29th December 2015)

- Organized the first ever CAS112 film festival which showcased thirty eight short length films produced by underclassmen at MSU (17th December 2015)
- Organized the premiere for the Beyond Bollywood. (22nd October 2015)
- Presented the Bollywood film and dance videos to the College Alumni board (2nd October 2015)
- Coordinated the Bollywood Study Abroad Film Premiere held at Ramoji Film City. Many renowned guests from the media industry joined the event (3rd August 2015)
- Conducted an interaction session with the students of Bharti Public School regarding jobs in the media industry. Also took part in the coordination of a cultural show put up by the students of BPS for MSU Bollywood study abroad participants. (22nd July 2015)
- Lead Organizer for a tour to leading news channel, ABP Mazha along with an informative session with the producers of the channel (18nd July 2015)
- Organized a visit to the sets of Jai Malhar (the top rated soap in regional television) at Mumbai Film city (18th July 2015)
- Lead Organizer for a visit and an interactive session with the farmer/filmmaker women of Deccan Development Society in Pastapur, a small village near Hyderabad (14th July 2015)
- Organized a studio premiere for the project Invisible Wounds: Preparing First Responders for Veterans with PTS. (17th June 2015)
- Lead Organizer for the Global Center For Food Systems Innovation Food Fix premiere. (13th November 2015)
- Presented the Invisible Wounds: Preparing First Responders for Veterans with PTS videos to the Michigan Governor's council on law enforcement and Reinvention (25th June 2015)
- Organized the first ever Premiere for the Human Trafficking project at Communication Arts and Sciences where the pilot video was showcased. (29th June 2015)
- Presented the project concept of Human Trafficking project to the Department of Homeland Security and Federal Bureau of Investigations (19th May 2015)
- Organized the visit and a seminar for Mr. Sanjay Dabke, on the topic of Indian media and the evolution of theme parks in India (November 2014)
- Organized the visit of Mr. Rajeev Jalnapurkar, the CEO of the Ramoji Film City (November 2014).

- Organized the Bollywood Premiere for the second time at Communication Arts and Sciences where the short film and behind the scenes of Study Abroad to India 2016 were showcased. Beyond Bollywood premiere 2014 (2nd October 2014)

IN THE MEDIA (Since 2012)

1. ComArtSci News (7th December 2020)
<https://comartsci.msu.edu/about/newsroom/news/j-school-film-students-movie-project-breaking-and-entering-debuts-december-7>
Launch of student film project
2. ComArtSci News (31st August 2020)
<https://comartsci.msu.edu/about/newsroom/news/pavangadkar-named-adams-academy-fellow>
Adams Academy fellowship announcement
3. ComArtSci News (22nd May 2020)
<https://comartsci.msu.edu/about/newsroom/news/msu-researchers-release-free-online-parenting-video-series-michigan-families>
MSU Researchers release Parenting Video series
4. MSUToday (18th May 2020)
<https://msutoday.msu.edu/news/2020/helping-michigan-families-stay-home-with-free-online-parenting-video-series/>
Launch announcement of the MI Parenting Resource Project
5. Michigan Department of Health and Human Services (10th August 2019)
<https://www.generationpmto.org/post/michigan-parenting-resource>
Press release announcing the MI Parenting Resource Project
6. ComArtSci News (30th July 2019)
<https://comartsci.msu.edu/msu-tcff>
MSU participation at Traverse City Film Festival
7. ComArtSci News (15th July 2019)
<https://comartsci.msu.edu/about/newsroom/news/msu-alumni-wins-first-place-undergraduate-research-work-digital-media>
MSU UURAF Winner
8. MSU 360
<https://msutoday.msu.edu/360/2019/andrea-uglietta-undergraduate-research-in-media-and-information/&sa=U&ved=2ahUKEwi75tSnutfnAhUPT6wKHT7jDCUQFjAFegQIBRAC&usg=AOvVaw12YeEC6NSSSzkiRC1yiJiB>
MSU student researchers and mentors

9. ComArtSci News (18th September 2018)
<https://comartsci.msu.edu/about/newsroom/news/amol-pavangadkar-honored-global-contributions-film-and-media>
Balgandharva Award press release
10. ETV ANDRA PRADESH (18th July 2018)
<https://www.youtube.com/watch?v=93ASerErIeU>
Program coverage in primetime news in Andra Pradesh
11. ETV Telangana (18th July 2018)
<https://www.youtube.com/watch?v=31pLUxukNIU>
Program coverage in primetime news in Telangana
12. Hindustan Times, Delhi (5th July 2018)
Article on partnership with Bharti Public schools
13. CAS NEWS (31st October 2017)
<https://comartsci.msu.edu/stories/student-film-crew-brings-bollywood-lansing>
14. MSUToday (14th March 2017)
<https://msutoday.msu.edu/news/2017/msu-to-partner-with-indian-media-giant-helping-local-farmers/>
WKAR to premiere 'Invisible Wounds'
15. WKAR FM/AM (10th November 2016)
<http://wkar.org/post/msu-produced-film-explores-post-traumatic-stress-and-larger-community#stream/0>
Current State: MSU produced film explores Post Traumatic Stress and the larger community
16. MSUToday (2nd November 2016)
<http://msutoday.msu.edu/news/2016/wkar-to-premiere-invisible-wounds-nov-10/>
WKAR to premiere 'Invisible Wounds'
17. WKAR.ORG (2nd November 2016)
<http://wkar.org/post/invisible-wounds-msu-new-documentary#stream/0>
Invisible Wounds/ MSU New Documentary
18. MSU 360 (2nd November 2016)
<http://msutoday.msu.edu/360/2016/experiencing-bollywood/>
Experiencing Bollywood
19. CAS NEWS (4th October 2016)
<http://cas.msu.edu/professor-teaches-first-response-training-in-india-developing-online-module/>
Professor teaches first response training in India, developing online module
20. ETV Telugu (21st September 2016)

<https://www.youtube.com/watch?v=62oL2bGLGKM>

Primetime feature on the study abroad program in India and MSU's partnership with the Ramoji Film City

21. MSUToday (7th March 2016)
<http://msutoday.msu.edu/news/2016/msu-professor-to-develop-mobile-app-for-type-1-diabetes-self-management/>
MSU professor to develop mobile app for type-1 diabetes self-management
22. EANADU NEWS, India's largest circulating regional language daily (26th February 2016)
<http://archives.eenadu.net/02-26-2016/news/newsitem.aspx?item=hyd-panel&no=5>
Article highlighting the exploratory talks between MSU and the Ramoji Film City
23. CAS NEWS (24th February 2016)
<http://cas.msu.edu/professor-to-develop-app-for-diabetes-management/>
Professor to Develop App for Diabetes Management
24. <http://cas.msu.edu/celebration/> (19th February 2016)
CAS Celebration announcing the winners of the 2016 awards
25. MSUToday (11th November 2015)
<http://msutoday.msu.edu/360/2015/comm-arts-team-helping-understand-ptsd/>
Article announcing the launch of the series of videos to train Michigan Law Enforcement agencies to assist veterans with post traumatic stress disorder.
26. MSUToday (11th November 2015)
<http://msutoday.msu.edu/360/2015/gratitude/>
Editorial on the occasion of Veterans Day
27. CAS NEWS (10th November 2015)
<http://cas.msu.edu/helping-to-better-understand-ptsd/>
Helping to Better Understand Veterans with PTSD
28. CAS NEWS (28th October 2015)
<http://cas.msu.edu/successful-premiere-held-for-student-produced-films/>
Successful Premiere Held for Student-Produced Films
29. CAS NEWS (20th October 2015)
<http://cas.msu.edu/beneath-the-banyan-tree-to-premiere-oct-22/>
'Beneath the Banyan Tree' to Premiere Oct. 22
30. HINDUSTAN TIMES (3rd August 2015)
US-India culture exchange: News print article on a joint cultural exchange program between my study abroad program to India and Bharti Public School, one of Delhi's premier schools.
31. THE TIMES OF INDIA (1st August 2015)
Global ties grow stronger: News print article on a joint cultural exchange program between my study abroad program to India and Bharti Public School, one of Delhi's premier schools.

32. MSU 360 (23rd July 2015)
<http://msutoday.msu.edu/360/2014/bollywood-dreams/>
Editorial : Bollywood Dreams
33. MSU 360 (22nd July 2015)
<http://msutoday.msu.edu/360/2014/amol-pavangadkar-learning-through-lenses/>
Faculty profile: Learning through lenses
34. MSUToday 360 (21st July 2015)
<http://msutoday.msu.edu/360/2014/alyssa-cleland-study-abroad-india-part-i/>
Student View: Alyssa Cleland, Study Abroad-India
35. MSUToday 360 (9th July 2015)
<http://msutoday.msu.edu/360/2014/katie-abdilla-a-bollywood-dream/>
Student View: Katie Abdilla, A Bollywood Dream
36. CAS NEWS (24th June 2015)
<http://cas.msu.edu/curious-crew-preparing-for-second-season/>
'Curious Crew' Preparing for Second Season
37. CAS NEWS (13th May 2015)
<http://cas.msu.edu/summer-classes-have-begun/>
Summer Classes Have Begun
38. CAS NEWS (21st February 2015)
<http://mediasandbox.cas.msu.edu/students-produce-video-shorts-for-wkar/>
STUDENTS PRODUCE VIDEO SHORTS FOR WKAR
39. CAS COMMUNICATOR (SPRING 2015)
<http://communicator.cas.msu.edu/india-study-abroad.html>
New Study Abroad Program Takes Students Beyond Bollywood
40. STATE NEWS (6th October 2014)
<http://statenews.com/article/2014/10/first-msu-study-abroad-production-goes-beyond-bollywood>
41. WKAR FM/AM (1st October 2014)
<http://wkar.org/post/msu-students-produce-bollywood-film-india#stream/0>
Current State: MSU students produce Bollywood film
42. CAS NEWS (30th September 2014)
<http://cas.msu.edu/bollywood-movie-produced-by-study-abroad-students-to-premiere-oct-2/>
Movie Produced by Study Abroad Students to Premiere Oct. 2
43. CAS NEWS (8th July 2014)
<http://cas.msu.edu/students-return-from-india-with-new-global-perspective/>
Trip to India Gives Students New Global Perspective

44. STATE NEWS (1ST July 2014)
<http://statenews.com/article/2014/07/coming-home>
45. EANADU NEWS, India's largest circulating regional language daily (17th June 2014)
Article on the Beyond Bollywood study abroad program
46. EANADU NEWS, India's largest circulating regional language daily (17th June 2014)
Photo feature on the program experiences in the Ramoji Film City
47. CAS NEWS (3rd September 2013)
<http://cas.msu.edu/mercury-spills-subject-of-new-videos/>
Mercury Spills Subject of New Videos
48. STATE NEWS (13th November 2012)
<http://statenews.com/article/2012/11/teaching-specialist-meets-top-network-producers>
Teaching specialist meets top network producers



12. A

To: Township Board

From: Scott Hendrickson, Township Supervisor

Date: October 15, 2024

Re: Township Manager National Search Process-Set a Date for Candidate Interviews & Reception

At the August 20, 2024 Township Board meeting, Amy Cell Talent was selected to conduct a National Township Manager search and the draft timeline below was recommended. At the October 1, 2024 Township Board meeting, a subcommittee was formed consisting of Trustees Wilson and Trezise, Clerk Guthrie and Human Resources Director Tithof to finalize the job posting document. On Wednesday, October 9, 2024 the attached job posting went live. The application deadline for candidates has been set for Wednesday, October 30, 2024. I am suggesting the Board set the date of Tuesday, December 3, 2024 at 1:30pm for public interviews of the final candidates and a public reception for the candidates from 5:00pm-6:00pm.

Timeline:

- Tuesday, October 1 - Board approves planning documents
- Wednesday, October 2 - Wednesday, October 30 - Recruitment period
- Wednesday, October 2 - Tuesday, November 5 - Assessment period
- Tuesday, November 5 - Present candidates
- Tuesday, November 12 - Board determine finalists
- November 21, 22 or Week of December 2 - Onsite interviews with public reception
- TBD - Board determines next steps

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

MOVE TO SET A DATE OF TUESDAY, DECEMBER 3, 2024 STARTING AT 1:30 PM TO SCHEDULE PUBLIC INTERVIEWS FOR THE FINAL TOWNSHIP MANAGER CANDIDATES AND A PUBLIC RECEPTION FOR THE CANDIDATES FROM 5:00 PM-6:00 PM.

Attachment:

1. Meridian Township Manager Job Posting/Brochure



A PRIME COMMUNITY

Now Recruiting:
TOWNSHIP MANAGER

AmyCellTalent
CONNECTING TALENT AND OPPORTUNITY



About Our Community

Meridian Charter Township is a vibrant and diverse community with nearly 45,000 residents. Our community is comprised of young professionals, families, retirees, and people of various ethnicities, religions, abilities, and sexual orientations.

Our mission is to provide a safe, welcoming, and prime community.

With a property tax value of \$2.2 billion, the annual budget is \$63 million. Meridian Township is a financially strong community, with 11% of Ingham County's population, but 22% of the County's taxable value.

Centrally located near Michigan State University and the state capital, Meridian Township is a highly educated suburban community with award-winning, top-rated schools. A desirable destination for raising families, Meridian Township offers an array of quiet, safe neighborhoods and an abundance of natural beauty with four seasons of outdoor activity.

Meridian Township provides services such as police and fire, water and sewer, local road and sidewalk programs, recreation, recycling, and more. We leverage our assets through regional cooperation for police and fire services, water and sewer authority, and transportation.

Our regional Farmers' Market draws over 3,000 visitors each week. Inclusive outdoor concerts and festivals offer something for everyone.

With 29 parks, 1,600 acres of land preserves, over 20 miles of trails, wetland protection, and alternative energy programs, Meridian Township is an environmentally conscious community that values historic preservation while planning a future as a Certified Redevelopment Ready Community.

Our Community (cont.)

Meridian Township values commerce, with a wide variety of shops, top-notch restaurants, medical facilities, and many service establishments.

We are conducting a national search for the next Township Manager who will lead the Township in continuing and fostering these endeavors with the Township Board while managing the day-to-day operations of the Township.

The Township Board is looking for a manager with proven leadership capabilities, sound judgment, and strong management skills. The Township Manager is a public-facing position and must have the ability to engage with the community while fostering intergovernmental relations, reporting to a seven-member board, and administering Township policies.



Key Responsibilities

The Township Manager leads a staff of approximately 170 employees, managing operations, services, and strategic initiatives. This position reports to the Township Board. Essential functions of this role include coordinating internal operations, maintaining government relations, addressing resident and business concerns, and collaborating with other local or regional stakeholders.

The Township Manager also:

- Serves as chief executive officer of Meridian Township. Ensures success and sustainability of Township operations by developing, executing, and updating strategic plans, policies, and initiatives.
- Manages the day-to-day operations of the Township, applying policies, ordinances, laws and regulations, and employment and bargaining unit contracts to facilitate the functions of the Township to provide excellent services for all members of the community.
- Works closely with the Finance Department, administrative staff, and department directors to implement and track the Township's budget. Through fiscal stewardship, maintains long-term financial stability while aligning financial resources with annual Township objectives.
- Serves as the conduit between Township departments, residents, and stakeholders, fostering collaboration, transparency, and trust, while promoting civic engagement.
- Advocates for Meridian Township's interests through effective relationships with local, regional, and state government agencies. Complies with regulatory requirements and promotes Township interests through collaboration and strategic partnerships with other public entities.
- Recommends policies and administrative improvements to the Township Board, ensuring that they align with the Township's goals, legal requirements, and best practices for governance and service delivery.
- Ensures efficient coordination and action by Meridian Township in an emergency event by aiding in response efforts and overseeing preparedness and recovery initiatives.

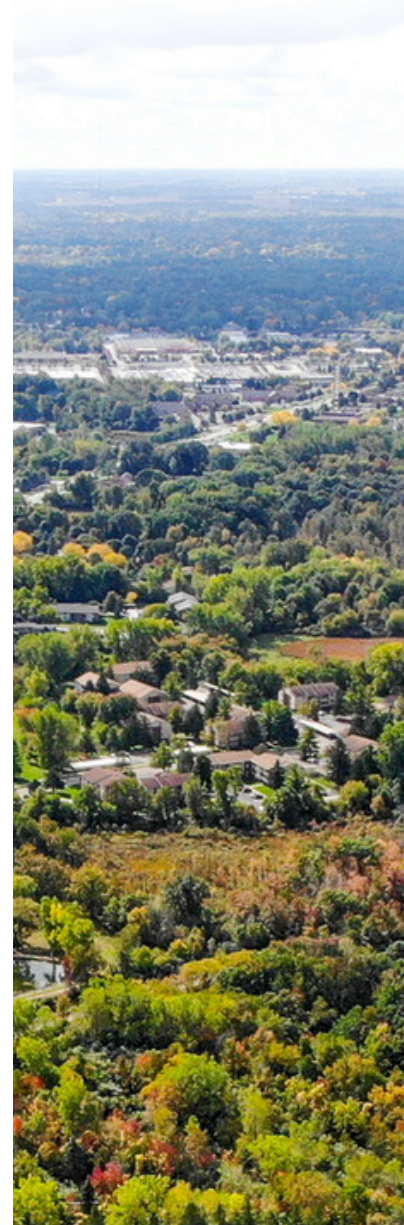
The Township Manager is a forward-thinking, strategic leader with a passion for public service. They will bring a blend of operational expertise, collaborative leadership, and innovative critical thinking skills, all while embodying the Township's values as a safe, welcoming, sustainable, and prime community.



Desired Capabilities

Meridian Township desires to hire a dynamic leader with the capability to lead a large workforce, manage complex municipal operations, and ensure alignment with organizational strategic goals. This individual must possess exceptional skills in public administration, fiscal management, innovation, and collaboration. This trusted leader must continue to foster the Township's vibrant and sustainable community with traits and skills that include the following:

- **Visionary and Strategic:** Capacity to foresee challenges and formulate innovative, forward-thinking solutions that align with the Township's long-term goals and priorities
- **Cooperation and Collaboration:** Proven ability to promote teamwork while creating a supportive environment that fosters learning, leadership, professional growth, and shared responsibility.
- **Adaptable and Resilient:** Ability to navigate the complexities of a changing municipal environment, addressing challenges with flexibility and remaining composed under pressure
- **Ethical and Transparent:** Transparency in governance, accountability, and ethical decision making





Education and Experience

Qualified candidates must hold a bachelor's degree in public administration or a related field from an accredited college or university. A master's degree in public administration or a related field is preferred.

A minimum of seven years of progressively more responsible senior-level experience in municipal management is required.

The Township will consider an alternative combination of formal education and work experience.

Compensation and Benefits

Meridian Township offers a comprehensive benefits package that includes a base salary in the range of \$160,000 to \$195,000 depending upon qualifications and experience, and a generous benefit package including; health, dental, and vision insurance; long-term disability, life insurance, Employee Assistance Program (EAP), 401(a) and 457, retirement health care savings plan, defined contribution retirement plans, paid parental leave, vacation leave, and more!



Application Process & Township Manager Selection

Qualified candidates can contact Amy Cell Talent for more information.



215 W. Michigan Ave., Ypsilanti, MI 48197



734.747.2936



amycelltalent.com

Applications must be received by October 30. All applications will be evaluated against the posted qualifications, and Amy Cell Talent will present a select number of candidates to the Township Board. The Township Board will then determine the finalists for the position. Finalists will be interviewed in a public meeting.

The selection process requires expressed authorization by an applicant for Amy Cell Talent to conduct a criminal background report check, credit check, academic verification, and reference checks.

Under state or local laws governing access to public records, all information associated with an individual's submitted application, including resumes and cover letters, may be subject to public disclosure.

Meridian Township is an Equal Opportunity Employer (EOE)



Contact Amy Cell Talent



215 W. Michigan Ave., Ypsilanti, MI 48197



734.747.2936



amycelltalent.com



A PRIME COMMUNITY
meridian.mi.us



To: Board Members

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

Date: October 11, 2024

Re: Special Use Permit #24-18 – Okemos Gateway LLC – 1614 West Grand River
Avenue – Recreational Marijuana Retailer

Okemos Gateway LLC has submitted a Special Use Permit (SUP) application for the construction of a 4,000 square foot adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864. The Subject Property is approximately 2.4 acres in size and is zoned C-2 – Commercial. The property is located on the north side of West Grand River Avenue, just east of Central Park Drive. The site was in the original overlay area for potential medical marijuana licenses and is still in the amended overlay districts that were approved by the Township Board for recreational marijuana. This special use permit application follows the Township Board’s approval of the adult use marijuana conditional license on July 23, 2024.

The Planning Commission held a public hearing on the proposal at its meeting on September 9, 2024 and received no input from the general public. The Planning Commission further discussed the matter at their September 23, 2024 meeting and voted unanimously to approve the Special Use Permit to operate an recreational marijuana retailer.

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

Township Board Options

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

Attachments:

1. Application Information
2. Staff memorandums dated September 9, 2024 and September 23, 2024
3. Planning Commission resolution recommending approval
4. Planning Commission minutes dated September 9, 2024 (Public Hearing) and September 23, 2024 (Recommendation)

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

SPECIAL USE PERMIT APPLICATION

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

Part I

- A. Applicant Okemos Gateway, LLC - Ammar W. Alkhafji
Address of Applicant 29580 Northwestern Highway
Telephone - Work 248.559.5555 Home _____ Fax _____ Email ammar@investorsgroup.com
Interest in property (circle one): Owner Tenant Option Other
(Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 1614 W. Grand River / 33-02-22-426-001 / Parcel 3
Legal description (please attach if necessary) Attached
Current zoning C2 - Commercial District
Use for which permit is requested / project name Commercial
Corresponding ordinance number _____
- C. Developer (if different than applicant) Same as above
Address _____
Telephone - Work _____ Home _____ Fax _____
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
Name Nowak and Fraus Engineers Rogvov Architects
Address 46777 Woodward, Pontiac, MI 48342 32500 Telegraph, Bingham Farms, MI 48025
Telephone - Work 248.332.7931 Home _____ ~~Fax~~ Tel. 248.540.7700
- E. Acreage of all parcels in the project: Gross 2.40 Net _____
- F. Explain the project and development phases:
- G. Total number of:
Existing: structures _____ bedrooms unknown offices N/A parking spaces N/A carports N/A garages _____
Proposed: structures 1 bedrooms N/A offices N/A parking spaces 53 carports N/A garages N/A
- H. Square footage: existing buildings _____ proposed buildings 4,000
Usable Floor area: existing buildings _____ proposed buildings 4,000
- I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation: It is expected that there will be 3 employees on site. Hours of operation is anticipated to be from 8 am to 7 pm
- J. Existing Recreation: Type N/A Acreage _____
Proposed Recreation: Type N/A Acreage _____
Existing Open Space: Type Residential Lawn Acreage 2.28
Proposed Open Space: Type Commercial Lawn Acreage 1.60

K. If Multiple Housing:

Total acres of property N/A

Acres in floodplain _____ Percent of total _____

Acres in wetland (not in floodplain) _____ Percent of total _____

Total dwelling units _____

Dwelling unit mix: Number of single family detached: for Rent Condo

Number of duplexes: _____ for Rent _____ Condo _____

	for Rent	Condo
Number of townhouses:		

Number of garden style apartments: for Rent _____ Condo _____

	for Rent	Condo
Number of other dwellings:		

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

1. Nonrefundable Fee.
2. Legal Description of the property.
3. Evidence of fee or other ownership of the property.
4. Site Plan containing the information listed in the attachment to this application.
5. Architectural sketches showing all sides and elevations of the proposed buildings or structures, including the project entrance, as they will appear upon completion. The sketches should be accompanied by material samples or a display board of the proposed exterior materials and colors.
6. A Traffic Study, prepared by a qualified traffic engineer, based on the most current edition of *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation.
 - a. A traffic assessment will be required for the following:
 - 1) New special uses which could, or expansion or change of an existing special use where increase in intensity would, generate between 50 to 99 directional trips during a peak hour of traffic.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
 - b. A traffic impact study will be required for the following:
 - 1) New special uses which would, or expansion or change of an existing special use where increase in intensity would, generate over 100 directional trips or more during a peak hour of traffic, or over 750 trips on an average day.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
7. Natural features assessment which includes a written description of the anticipated impacts on the natural features at each phase and at project completion that contains the following:
 - a. An inventory of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, significant stands of trees or individual trees greater than 12 inches dbh, floodways, floodplains, waterbodies, identified groundwater vulnerable areas, slopes greater than 20 percent, ravines, and vegetative cover types with potential to sustain significant or endangered wildlife.
 - b. Description of the impacts on natural features.
 - c. Description of any proposed efforts to mitigate any negative impacts.

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

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

Part II

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

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

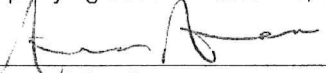
- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and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

Part III

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

☒ Yes ☐ No (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate



Signature of Applicant

8/23/24
Date

Ammar AlKhatfaji
Type/Print Name

Fee: _____

Received by/Date: _____



CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

LEGAL DESCRIPTION

PARCEL 3

The East 145 feet of the following description: Beginning at a point 1123.75 feet West of the East quarter post of Section 22, Town 4 North, Range 1 West, thence West 351 feet, thence South 748 feet to the center of Grand River Road, thence Easterly along center of said road 351 feet; thence North 746 feet to beginning, Meridian Township, Ingham County, Michigan.

Address: 1614 W. Grand River Avenue
Tax ID No.: 33-02-02-22-426-001

NOWAK & FRAUS ENGINEERS

46777 WOODWARD AVENUE
PONTIAC, MI 48342-5032

WWW.NOWAKFRAUS.COM

VOICE: 248.332.7931
FAX: 248.332.8257

Proposed for

Commercial Development

Grand River Ave.
Meridian Twp., MI



DO NOT SCALE DRAWING

file number: **1903C**

sheet:

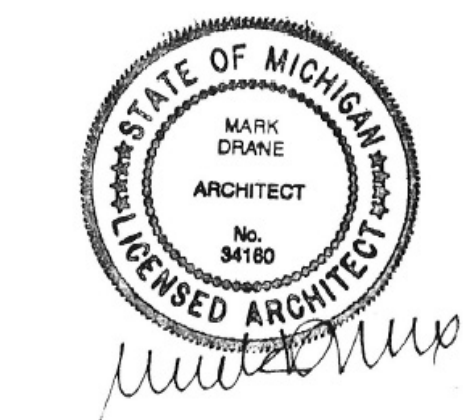
SP-2



SCALE: 1"=30'-0"

Proposed for
Commercial Development

Grand River Ave.
Meridian, MI

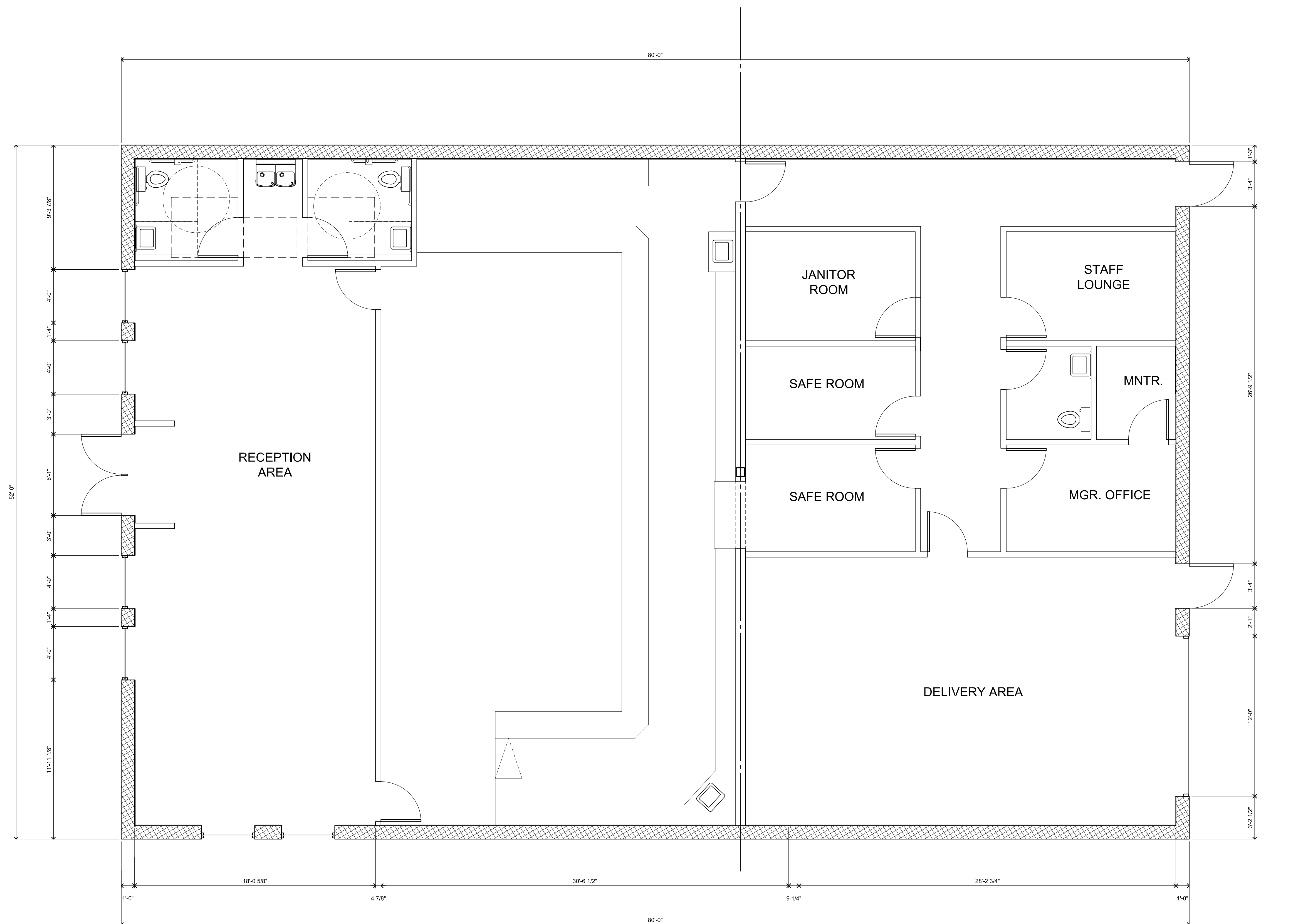
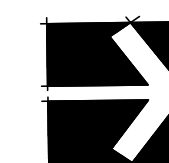


Conceptual Floor Plan

issue date: 02 AUG. 2019
drawn: KS
checked: MD
approved: MD

sheet:

FP-2



FLOOR PLAN

SCALE: 1/4" = 1'-0"



DNVK 4 LLC

1614 GRAND RIVER MERIDIAN TOWNSHIP

A PREMIUM MARIHUANA RETAIL CENTER



TABLE OF CONTENTS

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BUSINESS STARTUP PLAN

1. EXECUTIVE SUMMARY

DNVK 4 LLC is a marihuana company, founded with marihuana customers in mind. The company was inspired by the personal experiences of the ownership group, witnessing first-hand the positive impact that marihuana can provide for individuals and those experiencing health issues.

The company was founded by Darren Naimi and Marvin Karana, both experienced businessman. Darren is passionate about helping medically ill people with alternatives to live a better life, combined with his experience as an operator of several family owned retail businesses and operation of multi-family properties he will prove to be a valuable owner. The owners have the experience necessary to help DNVK 4 truly thrive. Marvin Karana is a local attorney who graduated from Wayne State University Law School and has, both business and retail experience. Marvin is the principle of Karana Law and the manager of several commercial properties in Michigan and California. Marvin is also one of the few licensed Metro PCS Master Agents in the State of Michigan. This involved several background checks from Metro PCS.

DNVK 4 is planning to open a **medical and adult use retail marihuana center** in Meridian Township, provided that the company is successful in the application process. The designs for the facility are well under way. This will help to expedite the development of the dispensary process to ensure timely providing of marihuana to customers and the licensed patients and caregivers in compliance with the Township and State of Michigan regulatory scheme.

MISSION STATEMENT:

DNVK 4 will provide a comfortable, safe and a secure environment with knowledgeable and passionate team members who care about improving the lives of its customers and the lives of others in the community. Our team will provide expert education and superior products along with exceptional customer service through the experienced leadership of Darren and Marvin.

OBJECTIVES:

- Provide an uninterrupted supply of high-quality marihuana for all qualifying customers
- Implement a marihuana safety and educational program in cooperation with our community partners
- Implement standard operating procedures to ensure uniformity in all operations
- Create a program that requires employee training and familiarity with operating procedures prior to assigning employees to critical tasks

2. TIMELINE

With the time required to finish construction, receive final approval, and acquire inventory, the company anticipates opening for business in the late 2024 or early 2025 , which may change depending on municipal approval.

PHASE 1: PERMITTING

Marvin Karana and Darren Naimi have all received pre-qualification status with the State of Michigan and can begin construction upon receiving a Township approval.

PHASE 2: STAFFING AND Training

Before and during the build out of the facility, the company will begin its employee recruitment and hiring process. Employees will be required to submit to the required background checks set forth by the State. Once approved for employment, each employee will be required to attend training for their position. This will include both classroom and hands-on job experience encompassing all tasks in the marihuana center, compliance with rules and regulations, and in-depth knowledge of marihuana. This training will ensure our staff is prepared to begin working with customers in the company's facilities as we open for business. Due to the fluid regulatory environment and continuing technological innovations in the industry, the company will provide ongoing education and training programs.

PHASE 3: VENDOR SELECTION

Prior to opening, the General Manager and Inventory Control Manager will begin reaching out to licensed vendors in the state in order to get to know their sales and management teams. Part of our selection process will require a facility tour to observe the processes of each potential vendor. This will also include fact-finding on each product offered by the vendors and the potential uses for each.

As vendors and products are selected, they will be added to our product acquisition list. Depending on production lead time of certain products, arrangements may be made with producers to ensure they arrive at DNVK 4 in a timely manner.

PHASE 4: COMMENCEMENT

DNVK 4 has considered the current number of marihuana customers in the State of Michigan and is forecasting demand based on this information. We will commence initial product acquisition based on these estimates. Sales and inventory will be closely monitored by the Inventory Control Manager to ensure that each marihuana center has adequate supplies to prevent lost sales due to insufficient variety or volume of products.

3. OPERATIONS OVERVIEW

DNVK 4 will adopt Standard Operating Procedures (SOPs) to ensure the secure, safe, consistent and proper handling and distribution of marihuana. The SOPs will include step-by-step instructions on every task within the facility, providing the guidelines of conduct for facility personnel and the procedures necessary to comply with all regulations.

DNVK 4 SOP document will include definitions, purpose, policies, procedures, and quality control checks for every operation in the facility. The definitions detail industry-specific terms and acronyms used throughout each document. The purpose establishes the goal of each procedure. The policy section provides the standard that the procedure must achieve. The procedure section presents a step-by-step process for the completion of individual tasks in the facility and includes examples of all the logs, forms, charts and diagrams required for record keeping.

MARIHUANA CENTER

Once a customer has been verified and checked in by the Security Associate stationed in the secure entry vestibule, they will be permitted to enter and can approach the marihuana center Service Counter once a Marihuana Center Agent is available. If all Marihuana Center Agents are serving other customers, overflow customers will be asked to wait in the designated waiting area. While serving the customer, the Marihuana Center Agent will ask the customer several questions relating to their medical use and their qualifying condition (if applicable) and will offer guidance for possible treatment options based on the information provided by the company's training program.

In addition to providing marihuana, Marihuana Center Agents are expected to spend an average of 10-15 minutes with new customers to familiarize them with our facility and the resources we offer, educate the customer on our product offerings, and assess the customer's needs. Marihuana Center Agents will spend an average of 5-10 minutes with returning customers and will discuss the effectiveness of the treatment methods the customer has tried, and provide further guidance as needed.

DNVK 4 will offer several forms of marihuana. All products offered by the Company will be inspected for compliance with the standards established by the State of Michigan, following the processes detailed in the Company's SOP manual.

4. PRODUCT LINE

DNVK 4 will seek to offer marihuana, concentrates, and infused products in order to accommodate the needs and preferences of a wide variety of customers. All marihuana items offered by DNVK 4 will be cultivated and manufactured according to standards typically required in commercial agricultural production facilities. As part of the product acquisition process, the General Manager and Inventory Control Manager will tour the facilities of prospective suppliers to observe handling practices and ensure they meet the established standards. All marihuana items received will be required to undergo strict quality control inspections prior to being accepted into our inventory. Any noncompliant items will be rejected, and the facility that produced the product will be notified.

DRY FLOWER

Dried marihuana is the most popular consumption method for marihuana customers nationwide. Because of this, the bulk of the inventory carried by DNVK 4 will be in the form of dried marihuana.

DNVK 4 will provide a wide range of marihuana strains from licensed producers in the State of Michigan. The dried marihuana will be sold in pre-packaged, individual child-resistant containers, to protect the produce but also to simplify inventory tracking and promote loss prevention.

EXTRACTS

Extracts and oils take several forms and are a preferred consumption method for many marihuana customers. DNVK 4 will provide select extracts from licensed producers.

Extracts (e.g., wax, shatter, live-resin, rosin, CO₂ Oil, distillate, crystallite, etc.) will be sold in pre-packaged units of 0.5 grams and 1.0 grams. Extracts may also be offered in the form of pre-filled atomizer cartridges for use with electronic cigarettes in assorted sizes of 100-1000 milligrams. All products will be sold in certified child-resistant packaging and will comply with the labeling standards established by the State of Michigan.

MARIHUANA-INFUSED PRODUCTS

Marihuana-infused products including edible and topical products will be stocked in smaller quantities by DNVK 4, due to their lower demand by marihuana customers. DNVK 4 will not accept any product that is made to look like a commercially-produced candy or other item that may cause the product to appeal to children. All Infused products will be clearly labeled to show that they contain marihuana.

5. MARKETING & SALES

To be responsible and support the rules in the State of Michigan, the Company will not engage in any sort of public advertisement including radio, television, billboards, or bus stops. Our marihuana centers will only be identified by signage sufficient to signify the Company's location. The company's website will require age verification and display our business hours, available product types, and address and telephone number.

In addition to advertising on our own website, DNVK 4 will host a menu of our products on Weedmaps™ and Leafly™. These websites are designed to assist customers in finding marihuana centers in their area, as well as specific products to help treat their symptoms. Leafly™, in particular, offers a wide range of information available for each strain in an extensive, searchable database. Customers can base search parameters on their specific symptoms. Both of these sites include landing pages that require visitors to confirm they are either a registered medical marihuana patient or over the age of 21 to enter.

DNVK 4 will work hard to maintain an excellent reputation for offering high quality marihuana in a safe, friendly, customer-focused environment. Our concerted efforts will engender word-of-mouth recommendations as the primary mechanism to drive our sales.

6. ORGANIZATION & ROLES/STAFFING

GENERAL MANAGER

Role: The General Manager is responsible for the overseeing the operations of the marihuana center including developing and implementing company policies, coordinating with department managers, and helping to ensure the facility performs according to plan.

Qualifications:

- Minimum 5 years' managerial experience
- Strong communication skills
- Demonstrates people management skills and development capability
- Demonstrates successful leadership
- Strong organizational skills
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)
- Fluent in spoken and written English
- First aid training, OSHA training
- Highly regulated industry related experience a plus

SHIFT MANAGER

Role:

The Security Manager ensures the security of the facility, the inventory, the staff and the customers. This person is responsible for ensuring that contracted 24/7 security personnel adhere to the policies and procedures of DNVK 4.

Qualifications:

- Minimum Bachelor's Degree in Business Management, Operations and/or Logistics, Project Management or related fields
- Minimum 5 years' experience in management or operations, proof of successful team management and leadership
- Strong communication skills with the ability to direct staff, and take responsibility for the communication
- People management skills and capability
- Strong organizational skills
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)

QUALITY ASSURANCE MANAGER/ SHIPPING MANAGER

Role: This position is responsible for ensuring the marihuana center remains in compliance with all state requirements. This individual will be responsible for keeping abreast of all regulatory changes and updates to the state laws and

regulations as well as educating the entire provisioning center team of applicable changes. This individual is also responsible for ensuring that received products are compliant with packaging, labeling and shipping requirements.

Qualifications:

- Bachelor's degree in Business, Management, Operations, Engineering or related fields is required or equivalent experience
- Five or more years of experience in a similar position, preferably in a regulated industry
- Experience recording and reporting data
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)
- Experience in similar positions

INVENTORY CONTROL MANAGER

Role: This individual is responsible for tracking of all inventory. Responsibilities include management of the seed-to-sale inventory tracking system software and hardware, management of all inbound and outbound product, tracking, manifesting and quality control functions.

Qualifications:

- Bachelor's degree in Business, Management, Operations, Engineering or related fields is required or equivalent experience
- Experience recording and reporting data
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)
- Experience in similar positions

OFFICE MANAGER

Role:

The Office Manager supports all aspects of provisioning center operations.

Qualifications:

- Associate or Bachelor's degree in Business Management, Project Management or related management field
- One to 5 or more years of experience in a similar position, preferably in a regulated industry

SECURITY MANAGER

Role:

The Security Manager ensures the security of the facility, the inventory, the staff and the customers

Qualifications:

- Proven experience as security manager or similar position

- Experience using relevant technology and equipment
- Experience in reporting and emergency response planning
- Excellent knowledge of security protocols and procedures
- State certification or licensure as a security professional, if required
- Solid understanding of budgeting and statistical data analysis
- Working knowledge of MS Office
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- Committed and reliable
- High school diploma; Further education in security administration or similar field will be an asset

MARIHUANA CENTER AGENT

Role: This position is responsible for customer-service duties as assigned and will be cross-trained for other facility duties. Performs all the tasks in the provisioning center, including: providing exceptional patient (customer) service, a complete understanding of offered products, and inventory, point-of-sales software, and cash management.

Qualifications:

- High school diploma or equivalent
- Good people skills
- Experience in customer-facing jobs
- Basic knowledge of marihuana uses and benefits
- Ability to work as part of a team
- Adaptability and flexibility
- Experience recording and reporting data
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)

7. EMPLOYEE HIRING, TRAINING, AND COMPENSATION

HIRING PRACTICES

DNVK 4 is committed to forming a diverse, inclusive employee team dedicated to excellence and equity in health and wellness. The company intends to achieve this through education, training, advocacy, and outreach to the local community. The management team will engage with employee recruiting companies to source at least two or more qualified candidates in the Township and employ the chronically underemployed. We will inform the recruiting company of our diversity goals to help them tailor our recruiting process. In DNVK 4's commitment to the local economy, a job fair will be held in the Township to help achieve this. The Company anticipates employing between 15 to 20 people for all positions including skilled, unskilled and professional employees, with at least 8 of these being full time employees.

All members, employees, contractors, or other individuals who may enter the licensed facility unescorted on a regular basis will be required to submit to an annual background check. All personnel will be required to notify management

within 24 hours of any event that would disqualify them from employment in the marihuana industry. All employees will register with and be approved by the State of Michigan prior to beginning work for DNVK 4.

TRAINING

Management will provide hands-on training to all employees in each position at DNVK 4. Every employee, regardless of position and experience, will complete a New Hire Training program within the first two days of employment. This program will be developed by our management team as a way to bring new employees up to speed quickly by providing them with the information they need to succeed at DNVK 4. As the company prepares the marihuana center to open its doors, we will bring educators to our facility to train our staff on-site and to help get the business started. Employees will receive training on our standard operating procedures during their New Hire Orientation and will be given a refresher course annually thereafter, or as changes in policies or the law require. Written training content will always be available as for all employees to review.

DNVK 4 will use a manual of standard operating procedures, lectures from qualified professionals, and periodical quizzes for managers to ensure our staff remains appropriately trained. Employees will also be encouraged to take advantage of special lectures, leadership training, and other educational opportunities that may arise.

COMPENSATION

DNVK 4 is committed to paying a competitive per hour rate to all of its employees. In addition, a select number of employees will be paid a minimum salary of 200% of the federal poverty level for a family of two (adjusted each year to the federal guideline). Each employee will be entitled to a performance review after 90 days of working for the company, and each year after that on the anniversary of their hire. While raises in pay are not guaranteed, they may be granted based on the merits of the performance review.

Employees will be eligible to receive certain benefits depending on their employment status such as maternity and sick leave, health insurance, 401-k, and educational seminars. The company has also budgeted for two weeks of paid time off for eligible employees. There will be a bi-weekly payroll structure.

EMPLOYEE INTEGRITY

Code of Ethic Policy will be provided to each employee

DNVK 4 LLC
29500 Telegraph Rd Ste 250
Southfield MI 48034

A description of the type of Facility proposed and the anticipated or actual number of employees.

REQUIRED INFO	RESPONSE
A description of the type of Facility proposed and the anticipated or actual number of employees.	<ul style="list-style-type: none">• The facility type will be a Marihuana Retail Center and Medical Marihuana Provisioning Center• The Company anticipates employing between 15 to 20 people for all positions including skilled, with at least 8 of these being full time employees.

DNVK 4 LLC
29500 Telegraph Rd Ste 250
Southfield MI 48034

Security Plan

REQUIRED INFO	RESPONSE
<p>A security plan meeting the requirements of Section 40-31(3) of the Ordinance, which shall include a general description of the security systems(s), current centrally alarmed and monitored security system service agreement for the proposed Permitted Premises, and confirmation that those systems will meet State requirements and be approved by the State prior to commencing operations.</p>	<ul style="list-style-type: none">• The Applicant will install cameras to monitor all entrances, along with the interior and exterior of the Permitted Premises.• Robbery and burglary alarm system will be professionally monitored and operated 24 hours, 7 days a week.• Applicant will install a locking safe permanently affixed to the Premises that shall store all Marihuana and cash remaining in the facility overnight• Applicant will ensure all Marihuana in whatever form stored at the Permitted Premises shall be kept in a secure manner and shall not be visible from outside the Permitted Premises, nor shall it be grown, processed, exchanged, displayed or dispensed outside the Permitted Premises• Applicant will ensure all security recordings and documentation shall be preserved for at least 48 hours by the Permit Holder and made available to any law enforcement upon request for inspection.• The Applicant has a security system to alert owner and police to possible tampering in addition to having a security guard• The facility is equipped with an entry/exit, glass breakage, panic buttons, and motion sensors• Security system meets and/or exceeds guidelines set by the MMFLA/MRTMA Rules.

- A -

FACILITY AND BUILDING

Building/Facility is described herein as a “Marijuana Retail Center” (“Center”) located at (1614 Grand River)

The building is typical of a brick & mortar building. It is located at 1614 Grand River , with access driveways entering from adjacent the roadways into the parking lot. The parking lot is situated on the East of the building and is accessible from Grand River.

The business has a front exterior door which will be tempered glass encased in a steel frame. The business also has two rear entry, steel doors with steel frames. One enters into the delivery area and the other enters into a secured “private” hallway. There is also a “Steel Bay door” that enters into the delivery area at the rear of the building.

The Center is easily identified from the front parking lot and adjacent roadway. The lot itself is asphalt and is free from any visible obstructions and parking for customers is ample directly in front of the facility.

The facility has a “flat roof” typical of that of a “retail building” covered in asphalt with metal vents exposed, and air conditioning units installed. The vents and air conditioning units are to be secured properly with no access points visible to the interior of the building.

INTERIOR LAYOUT

Access into the interior of the Center is gained through three access points, one being the public glass front entry (magnetic doors,) one through a “Card Swipe” access door into to the private hallway and the other being the “Care Swipe” business/private rear access into the Delivery Area.

The interior comprises of a reception area, waiting room area and sales area, with a separate dividing wall to the product sales area. Entry into the sales area is through a secured magnetic safety door type “buzz and lock” system manned by a security professional.

The customer identification “Check Desk” is located in/near the middle of the reception area facing the lobby/waiting room. The reception check desk is manned by an employee and is used for the purpose of identification of MM cards and/or documents, prior to entry into the sales area.

The sales area will consist of display cabinets and shelving. A bar/counter top is located in the sales area where customers will be greeted and sales transactions will occur. There is both a separate entry door and exit door, into and out of the sales area. This will provide an extra level of security and provide for a smooth egress through the building.

Customers, upon exiting the Center can utilize the exit door into the reception area leading to the main entry/exit door in order to exit the building.

The facility has two restrooms (Men's & Women's) located within the reception area, the restrooms are standard bathrooms with no obstructions or outside access points.

The Exterior windows consist of a high grade "Safety/Security glass" and are "Smoked" in order to provide for another level of security and so no marijuana can be viewed from the exterior. The front exterior door is made of high-quality strength materials with reinforced steel door jam and locking system. The rear exterior doors are high grade metal door/jam Security doors with reinforced hinges and locking systems.

LIGHTING: EXTERIOR AND INTERIOR

Exterior lighting is provided by commercial grade Halogen & LED lights with plastic faces and metal encasements, mounted on the exterior of the building. Exterior lighting is ample and sufficiently illuminates the outside of the building and roof. The lighting for the parking lot consist of concrete based, metal pole type lighting system. This system provides for ample illumination of the parking lot and surrounding area.

The Interior lighting of the facility is a combination of "Halogen & LED" type of lights. Lighting in every room is ample and all lights are operated by wall-mount switches.

GUARDS

The facility has a designated "Security Guard Station" located near the front of the building between the customer waiting area and the product sales area. The Guard on-duty is a fully licensed CPL holder and has met all standards of training to perform his/her duty as it pertains to Facility Security.

The Guard is dressed in "business casual" attire of khaki pants and a black polo shirt with the logo of the Security Company prominently displayed on the front. The Guards are carrying Kydex type retention holsters with the duty weapon on his/her belt, along with a "magazine" carrier and extra magazines.

(APPLICANT WILL FIRST MEET WITH LOCAL OFFICIALS AND POLICE DEPARTMENT BEFORE EMPLOYING ARMED SECURITY)

The Facility utilizes a dedicated (24/7) guard service, with a guard stationed inside the building during the hours of operation. At the end of the business day and once the building is secured for the night. A guard will conduct "**roving patrols**" utilizing a vehicle outside of the facility, in the parking lot during hours of non-operation. This will help provide for a multi-level security matrix that will ensure the safety of the customers and employees.

PERIMETER GROUNDS AND PARKING LOT

The area surrounding the facility is clear and free of any obstructions. Routine mowing and trimming of trees/vegetation will be conducted periodically to ensure a safe and clean environment.

The Asphalt parking lot will be maintained regularly and any or all defects (i.e. cracks, potholes, heaving's etc.) Will be addressed immediately and repaired as soon as possible. This will provide for a safe level traffic and foot travel area.

ACCESS AREAS FOR STAFF AND NON-STAFF BUSINESS ASSOCIATES

The Center will utilize strict access control point procedures to help deter and prevent any unauthorized entry into the facility or on its premises.

All employee/staff shall enter the building through the designated entry door located at the front of the facility. Only authorized employee/staff will have direct access to the sales and product areas of the facility. Only those "Select" employees/staff will have direct access to the secured management office and product storage area.

All "Non-Staff" business associates (i.e. Sales reps, Vendors, etc.) will have prior authorization from the facilities owner(s) or their designee, before being allowed access to the secured areas of the building. All "Non-Staff" business associates shall be escorted or monitored at all times while in secure areas conducting business.

"Under "NO" circumstances shall any non-authorized personnel be allowed access of any kind, into the "Vault" area of the facility without direct authorization from the owner(s) or their designee. This is a no exception rule and shall be strictly enforced at all times"

CUSTOMER AND DESIGNATED CAREGIVER ACCESS

Any and all Customers or their designated Caregiver(s) shall access through the front entry door of the facility. Once in the waiting room, the Customer and/or Caregiver shall present the employee receptionist with the proper, and up to date documentation, in order to receive approval/authorization to enter the product sales area of the facility.

(Only when the documentation has been verified by staff, the Customer and/or Caregiver will be allowed to purchase products at the facility.)

Customers and/or Caregivers will enter the sales area of the facility through designated "Magnetic Lock"

security entry door. Once the Customer and/Caregiver has completed their purchase/transaction. They shall leave through the designated exit door.

The Entry and Exit doors into the sale area shall be kept separate and utilized accordingly. This will ensure not only a level of privacy for the customers, but will add another layer of security so no two security doors are open at the same time.

NON-CUSTOMER PUBLIC ACCESS

Any and all “Non-Customer” individuals shall enter the facility through the front security access door. The individual(s) will be greeted by the employee receptionist and they shall inquire as to the nature of the individuals visit, in order to ascertain what service if any the business can provide for them.

(If it is determined that the individual has no legitimate reason to be inside the building, they will be politely asked to leave the premises.)

INTERNAL ACCESS POINT CONTROL

The “Internal Access Point Control” or IAPC, shall be utilized and strictly adhered too. An authorized employee, designee or Security Guard shall maintain control of the IAPC at all times and shall monitor all individuals within the interior of the facility. At no time shall the IAPC be left unattended or without proper supervision.

(The “Internal Access Point Control” is critical to facility security and all rules pertaining to the IAPC shall be strictly enforced without exception.)

- B -

ELECTRONIC SECURITY SYSTEMS

The Center will utilize state of the art 24/7 Video Surveillance and Alarm Security Systems, that will meet or exceed the requirements set forth by the State of Michigan under the Medical Marijuana Act/Law and Township of Meridian requirements.

VIDEO SURVEILLANCE SYSTEM

The facility will be equipped with a 24/7 Digital Watchdog security system, CATT-EYE compliant equipment, with a “tie-in” to the CATT-EYE programming system, using 2-u Chassis Blackjack servers with 24tb hard drive, Axis M3046V 4MP WDR 2.4m cameras & Axis Q6055E-S 60HZ 1080 PTZ with mount & P3225-VE MKII 1080 VANDM IP66. Using CAT 6 CMP cable runs with a CISCO 24 Port Poe Switch and a 2U WATT Box back-up battery & 10U Wall Mount Rack. With Smartphone technology and storage. Provided by “Low Voltage Designs” of Bloomfield Hills, Michigan.

(The VSS is operational 24/7 & covers all areas where Marijuana is sold, packaged, stored, weighed, received or transferred and also cover all entrances, along with the interior and exterior)

MONITORING AND STORAGE

The Center will provide 24/7 monitoring of all Video Surveillance Systems of both the interior and exterior of the facility. During the hours of operation, the Video Surveillance System or VSS shall be monitored at all times by a facility employee, designee or security guard. The monitoring of the VSS will be through the integrated video monitoring system located at the guard station or via the Smartphone technology/application.

During hours of non-operation, the VSS will continue to record and monitor the building 24/7. The information and data will be retained in the facilities servers.

The storage for the VSS shall be through both onsite & offsite computer servers, and the DATA saved/stored for no less than 45 days. Access of stored information will only be authorized by the facility owner or his/her designee, and the stored information shall not be disseminated without permission, and all HIPAA Laws will apply.

INTRUSION AND MOTION DETECTION

The facility is equipped with 24/7 Intrusion & Motion detection sensors throughout the building and storage area. The sensors are placed in strategic locations to help monitor the facility after hours and are designed to “trip/active” when motion or a moving object is detected. The sensors will then activate the building alarm system, and alerts will be sent to the 24-hr monitoring agent, the owner or designee and local police/law enforcement.

Also, an alert will be sent to the owner, manager or designee via Smartphone technology informing them of an activation. The owner, manager or designee will have the ability through Smartphone technology to login into the VSS and view the facility in “real time” to determine the type of intrusion.

BURGLAR ALARM SYSTEM

The facility will be equipped with a 24/7, Linear Emerge Elite door security system, with Vista 20p control pad & a 6160rf Key Pad along with back up battery and transformer. A Trilogy T-2 2700 Door Keypad with 18/6 STR OAS 1-M RL Gray & 10/2 STR JKT 1-M. With Long Range motion detectors and zone expander, Audio Siren with tamper proof housing. Honeywell 5816 WHWM glass breakage sensors on all exterior windows, along with Honeywell 1B 100D Beam roof sensors.

PANIC BUTTON

The facility will be equipped with a “Panic Button” and the location shall not be disclosed to anyone not directly associated with the Center facility. The button will be accessible to designated employees and shall be used in case of an emergency or critical incident. Once activated an alert will be sent to the local Law Enforcement and/or the Emergency Dispatch center.

The Panic Button is to be utilized whenever there is a critical incident or a threat where the onsite Security Guard is incapacitated or is unable to address the threat without causing further risk to the Staff or Customers.

FIRE ALARM

The facility will be equipped with a state-of-the-art Fire Alarm and suppression system. The system can be activated manually by simply pulling down on one of the Emergency Activation levers or will automatically activate when a sensor detects smoke or fire.

Once activated the Fire Alarm System will send an alert to the local Emergency Dispatch Center

requesting fire personal to respond to the facility with their fire suppression equipment.

All Fire Alarm systems shall pass a fire safety inspection by the Bureau of Fire Services (BFS.) The Department or its authorized Agents, or State Fire Marshall or his or her Designee and shall meet all requirements set forth by the State of Michigan.

MAINTENANCE AND TESTING

The Video Surveillance System shall be tested daily and a systems check will be contacted at the beginning of every business day.

The Alarm System shall be assessed every day and checked routinely for any defects, damage or any system deficiencies.

If a defect or malfunction of any of the systems is detected, it shall be immediately reported to the systems vendor and repairs will be made forth width. It is imperative that all systems are operating properly to insure the safety of the Staff and Customers.

- C -

OPERATIONAL SAFETY PLAN

The Operational Safety Plan or “OSP” is a guide for employees, that will address potential situations and how to react. The OSP will give detailed steps and rules to follow that will dictate how the daily functions of the facility will be conducted and what is expected by employees. The OSP and its directives will provide another layer of Security & Protection for all employees and customers. Whenever a situation arises with the facility and an employee needs guidance on how to address the situation, they should refer to the OSP and follow the steps provided within.

EMERGENCY MANAGEMENT AND POLICE/FIRE/EMS

Management shall make every attempt to familiarize themselves with local Law Enforcement and Emergency Services within the community. Management will put forth an effort to introduce themselves to the local Police Department and have an open line of communication to enhance the “Police – Business relationship.” By having an open line of communication with local authorities and their perspective agencies, this will help build a level of trust with the business thus providing another layer of Security.

LAW ENFORCEMENT

In the event there is a “Critical Incident” employees/staff shall immediately call 911 for Emergency Services assistance. In the event the incident is ongoing, the employees/staff shall maintain their safety until the threat has subsided and then call 911 for assistance.

(At no time should an employee/staff member endanger themselves or others in the event a Critical Incident occurs.)

Once the proper authorities arrive on scene, the Staff will cooperate fully with Law Enforcement and assist them with providing information, descriptions, etc. in detailing the incident.

At times it may be necessary for Law Enforcement to conduct routine inspections of the facility and/or building. Staff will assist Officials with their request for inspection(s) and maintain a level of courtesy & professionalism while working with Law Enforcement.

FACILITY OPENING PROCEDURE

During the opening of the facility for the days business, the Security Guard shall arrive one-half hour before opening and conduct a physical assessment of the exterior of the building and a visual assessment of its roof. The Security Guard will then make entry into the building itself deactivating the alarm system and turning on the interior lights.

The Security Guard will conduct a physical assessment of the interior of the facility and check every room within the building (i.e. Offices, Storage, Closets, Bathrooms, Sales Area, etc.) After the building is deemed secure and safe for entry, the Security Guard shall login to the video surveillance system and conduct a system(s) check to insure the equipment is operating properly.

When Staff/Employees arrive at their designated times to begin their work day, they shall provide the Security Guard with the proper identification upon entry.

FACILITY CLOSING PROCEDURE

At the end of the days business, all product will be stored away in the proper storage compartment(s). The day's receipts/revenue will be secured in the facilities vault and the vault door locked.

The Security Guard will assume a position inside the facility where he/she can visually monitor Staff/Employees as they exit the building, in order to ensure their safety as they leave for the evening.

Once the Staff/Employees have exited the building, the Security Guard will then conduct an interior assessment of the facility and check every room within the building (i.e. Offices, Storage, Closets, Bathrooms, Sales Area, etc.) The Security Guard will ensure that no one is inside the facility prior to "locking-up" the building for the evening.

The Security Guard will then secure any interior doors and log out of the Video Surveillance System. Prior to leaving the Security Guard will activate the facility alarm system and lock the exterior door upon exit.

NOTE: All Staff/Employees are subject to search upon leaving the facility, the searches will include but are not limited to Purses, Backpacks, Bags, Lunch Boxes, Jackets, Coats etc. This will provide for another level of security and help to deter theft.

PREVENTING THEFT AND DIVERSION

As with any retail business, at times incidents of theft will occur both by customers and internally by employees. Therefore, the following procedure shall be followed to help mitigate the theft of product and/or revenue from the facility.

As it pertains to consumer theft: at no time shall there be more than the allotted number of customers in the “Sales Counter” area which will be determined by the owners. Customers shall be watched closely as they shop for products and services.

If a customer request to see/handle a product, the employee shall assist the customer with their request, and will keep an accounting of the product that the customer is “handling.” This will ensure that the product is returned in-whole to the employee, if the customer chooses not to purchase the item.

In the event it is suspected a customer has committed a theft, the employee shall immediately inform the Security Guard on-duty and he/she will take the appropriate action.

As it pertains to Internal theft: Upon accepting a condition of employment at the Center, the newly hired employee must agree to allow Security Professionals to search their person upon request (i.e. Bags, Purses, Backpacks etc.)

In order to prevent internal theft of revenue at the facility, a Security Camera will be affixed above the cash sales area and will be monitored by the Security Guard. This camera will also be accessible via Smartphone technology and can be accessed by the Owner or his/her designee for a real time assessment.

At the end of the business day the Manager or designee will conduct an accounting of the day’s receipts and revenue. In the event the accounting is inaccurate and a theft of revenue is suspected, the incident shall be reported to the Owner and Security Guard for documentation.

The Owner and Security Guard will conduct a review of the Security Surveillance footage in order to determine if a theft occurred and who committed the theft.

(If it is suspected that product is being stolen from the facility, an internal audit and inventory of the product shall be conducted. If it is determined that product is indeed missing from the facility. The theft shall be reported to the Department of State Police, and local Law Enforcement authorities within 24 hours of the theft or loss.)

“ONSITE” CONSUMPTION

At no time shall an Employee or Staff member consume Marijuana or Marijuana infused products on the premises of the Center. Employees found to be using Marijuana products on premises will be reported to the Owner or Manager, and the appropriate corrective action will be taken.

INCIDENT LOG AND REPORTING

A log shall be kept by Management in order to document any incidents involving theft of product or revenue. The log will also document incidents between employees and customers (i.e. Arguments, Threats etc.) The log will also be used to document any suspicious person or situation that may occur at the facility.

SUSPICIOUS PERSONS

If an Employee or Staff member encounters a “Suspicious Person” while at the facility, they shall immediately report the person to the Security Guard or Manager. A description of the subject and/or vehicle shall be documented (and if need-be,) reported to local Law Enforcement.

It will be the responsibility of the Security Guard to take appropriate action in dealing with subject and reporting the subject to authorities.

At no time shall the Security Guard give chase or pursue the person in question, it is the sole responsibility of the Security Guard to maintain the safety of the Staff/Employees and the security of the facility at all times.

“At no time should an Employee approach or confront a suspicious person, and by no means should the suspicious person be allowed into the facility.”

-D-

FACILITY OPERATIONS

The Day to Day operations at the Center is critical to the success of the business and to the Safety of its Staff/Employees. The rules set-forth will help ensure guidance and clarity of how daily operation will be conducted.

STAFF

The Staff at the Center are expected to conduct themselves in a safe and professional manner at all times. Staff appearance is representative of the business itself and having a clean, kept appearance, presents a level of professionalism to the customers.

While at the facility, Staff should remain vigilant and be aware of their surrounding when working with customers or visitors. The Staff shall report any perceived threat or suspicious situation to the Security Guard on-duty or the Manager, the Staff shall follow all Safety procedures set forth in the Security Plan.

TRAINING

Owner/Management will provide training upon hiring of new employees and Owner/Management will provide periodical training throughout the year, with updates pertaining to the operation of the business. The training an employee will receive will be determined by the Owner/Management staff and all employees are expected to participate.

Recommended Training for the Center

- Sales and Money exchange protocol
- Proper handling of product and sale items
- Opening and Closing procedure
- Safety and Threat assessment
- Critical Event protocol

SALES AND MONEY EXCHANGE

All Sales of product shall be conducted in the “Sales Counter” area of the facility and no outside sales will be permitted without proper authorization from the Owner/Manager. All transactions shall be documented and the exchange of money will be processed through the cash register.

There shall be no “Side Sales” or sales processed outside of the facility or on its premises. All sales/money exchanges must be completed within the interior of the facility and the policy for product sale strictly adhered to.

MANDATORY CUSTOMER IDENTIFICATION & CARD CHECKS

All customers wishing to conduct business or purchase product for sale at the Center must provide a picture I.D. and present a Medical Marijuana Identification Card. The customer shall present the proper information to the receptionist and the information shall be verified before the customer is allowed into the sales area of the facility.

In the event the receptionist feels the information on the identification card(s) is in-accurate or misrepresented. The receptionist/employee shall contact the on-duty Security Guard or Manager and further inquiries shall be made will made of the customer.

(The Center reserves the right to deny sales/service to any customer who refuses or fails to provide proper identification or a Medical Marijuana card upon request from the receptionist.)

FILE SECURITY/HIPAA

All customer files will be kept in a secured area within the Management office of the facility, and the office door locked at all times, unless when in use.

The customer/customer information kept at the facility belongs strictly to the customer, and at no time shall the customer(s) information be released without “**Expressed Written Consent**” of the customer him/herself.

The files shall be maintained in an organized fashion with periodic updates and/or reviews for accuracy being conducted.

(All rules for the Health Insurance Portability & Accountability Act shall be strictly adhered to.)

HOURS OF OPERATION

The Hours of Operation for the Center will be determined by the Owner/Management and all Opening & Closing protocols shall be strictly adhered to and followed in accordance to the Township of Meridian Ordinance.

A detailed plan indicating the hours of operation, employee staffing with description of employee duties and qualifications, shall be maintained on record at the facility.

-E-**PRODUCT AND REVENUE STORAGE/RECORDKEEPING**

The Product and Revenue kept at the facility both during the hours of operation and during “off- hours” shall be stored appropriately according to protocol. Both the Product and Revenue shall be kept in a secure location at all times and accounted for through internal audits. **(The Center shall maintain detailed recordkeeping and inventory management of all products & revenue at the facility.)**

STORAGE OF PRODUCT “On-Site”

The storage of Product during the hours of operation shall be in the sales area of the facility and kept in display cases or on shelving within the sales area. The Product shall be strictly monitored and accounted for by Staff/employees. Excess product shall be kept in the facility vault and Management will decide what amount of Product will be removed for/or offered for sale. At the end of the days business, all remaining Product shall be stored away in the vault during the “off-hours” that will be permanently affixed to the premise along with the cash.

STORAGE OF REVENUE “On-Site”

Any & All revenue stored “On-Site” will be kept in the facility vault and only accessed by the Owner, Manager or Designee. Funds needed for the daily operation of the business will be retrieved by the Owner, Manager or Designee and those monies used for daily transactions.

The only time the revenue shall be removed from the facility vault will be for the transportation of the revenue to the bank for deposit or to a Secure Transporter facility for storage. Only the Owner, Manager or Designee can authorize the removal and/or transportation of revenue from the facility.

VAULT

A secure vault meeting or exceeding the requirements for the safe storage of both Product and Revenue will be constructed on-site and permanently affixed to the premises. The vault will have strict access requirements and only designated personnel shall have access to the vault or its contents.

Only selected personnel shall have the security code to access the vault room, and only designated personnel shall have the code/combination to access the vault itself. The codes and combination for the vault shall be kept secret at all times and not disseminated.

(The codes and combination(s) shall be changed periodically to provide for a greater degree of security for both the product and revenue.)

DISPOSAL OF DAMAGED OR UNUSABLE PRODUCT AND HAZARDOUS MATERIALS

Any damaged or unusable product scheduled for disposal shall be destroyed according to the guidelines set forth by State of Michigan in the Medical Marijuana Administrative rules and Laws. At no time shall any product scheduled for disposal be sold or kept for personal use.

All product disposed of, shall be documented and entered into the facilities log book. The description of the product, the amount and the mode of disposal shall be documented. The name & initials of the individual who conducted the disposal shall be entered into log, along with Date & Time.

The Center shall maintain “material safety data sheets” for any hazardous materials kept onsite and shall have a working plan for the storage and disposal of such materials. **(The Center will contain no hazardous materials that will be stored on the premises at any time. - Any materials that may be possibly “hazardous” will be household cleaning supplies and will be disposed of and handled per manufacturer label)**

SECURE TRANSPORTATION OF THE PRODUCT AND REVENUE

The transportation of the product and revenue shall be through a “Secure Transporter” per State of Michigan law. DNVK 4’s facility will uniquely have an enclosed “secure garage” for the transporter to enter and exit. After the secured transporter’s vehicle has entered the secure garage, the garage door will close, and product can be safely unloaded. After the product is unloaded and logged into the METRC system, the secure garage door will open, and the secured transporter will exit. This will add another layer of security as all delivery transaction are not visible to anyone. Please see facility plan for layout and rendering of the transporter into the garage. The rules and regulations shall be followed and adhered to as it pertains to the “off-site” transportation or movement of Product or Revenue.

Odor Management Plan

As part of Applicant's commitment to positive community impact, applicant has developed odor mitigation strategies to ensure there are no detectable marihuana odors beyond the property boundary. Applicant has considered potential impacts to its neighbors during facility site selection, facility design, and developing company standard operating procedures (SOPs). Both primary and secondary HVAC systems will be installed to reduce detectable odors outside the facility.

Potential Odor Sources

Packaging - The majority of marihuana items will arrive at the Marihuana Center pre-packaged for individual sale, which will drastically reduce the potential for odors. Bulk flower shipments requiring repackaging for dispensing directly to patients/customers will be separated according to bud size and placed into child-resistant packaging (CRP). Mild odor is emitted during the packaging process, as the cured marihuana is agitated. This also results in a small amount of particulate matter release, which can contribute to emitted odors. The facility will be equipped with an activated carbon filter to absorb a large portion of the odors emitted during packaging and will feature a pre-filter designed to collect particulate matter.

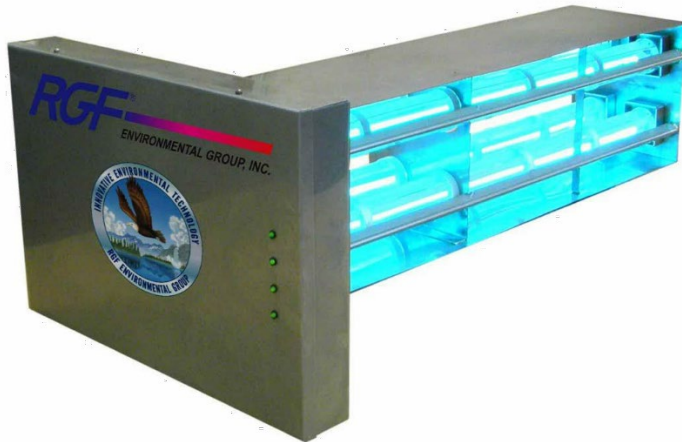
Storage Area – Odors should be minimal in the storage and designated quarantine areas. All packages will remain sealed and enclosed in a box or safe in the product storage area. Any product being stored for disposal will remain sealed until it is destroyed. Employees will make sure that all containers are closed and sealed, and will immediately close any containers noticed open in the storage area. To ensure odors are kept to a minimum, the facility will have an activated carbon filter, similar to that in the packaging room.

Dispensing – Opening display or sample jars prior to patient/customer purchase may generate odors. This exposure is brief, minimizing odors while preserving the integrity of the sample. Dispensing agents will immediately replace the lids of sample jars after allowing patients/customers to smell the sample.

Odor Mitigation Devices

Applicant will install a Photohydroionization (PHI) Unit (see specifications below) as the primary odor mitigation device, designed to eliminate 99.99% of all odors safely and efficiently. In rooms where the odor is more intense, Applicant has elected to use activated carbon filters as a secondary odor reduction method.

Commercial PHI Unit by RGF®



This device is designed to reduce air pollutants such as odors, VOCs (chemical odors such as paint fumes, hydrocarbons, etc.), or smoke, and also kills mold, bacteria, and viruses. The unit is easily mounted into air conditioning and heating system air ducts, which are the primary conduits for odors being released outside the facility. When the HVAC system is in operation the Commercial PHI Unit creates an advanced oxidation process consisting of hydro-peroxides, ozonide ions, super oxide ions and hydroxide ions. All are considered low-r oxidizers that revert back to oxygen and hydrogen during the oxidation of the pollutant. The system comes fully assembled for easy installation.

Germicidal UV light rays have been used for decades by the medical industry as a method for destroying micro-organisms (germs, viruses, bacteria). UV light is dependable and can be easily installed in HVAC ducts or a plenum. Germicidal UV light is effective in reducing only the airborne micro -organisms that pass directly through the light rays. However, germicidal UV light has little to no effect on gases, vapors or odors. Photohydroionization Advanced Oxidation, on the other hand, is very effective on gases, vapors, VOCs and odors.

The combination of safe, low-level ozone (O₃) and UV light enhanced by a hydrated quad-metallic compound target, develops an advanced oxidation reaction that creates, as well as reduces, ozone to safe levels. This process also produces hydro-peroxides, super oxide ions, ozonide ions and hydroxides. By engineering the proper UV light wavelength, in combination with a triple function, no maintenance unit, the PHI Cell provides safe hydro-peroxides, super oxide ions, ozonide ions and hydroxides to purify the air.

With the RGF HVAC PHI Cell® Advanced Oxidation System, micro-organisms are reduced up to 99.99%. Gases, VOCs and odors are also reduced significantly; replaced with ozonide ions, hydro-peroxides, super oxide ion and hydroxides that leave the room fresh, clean, and odor free.

Activated Carbon Filters



Secondary odor mitigation systems include the placement of high-quality, 2.5-in. activated-carbon filters in the HVAC systems. These filters will be affixed to the HVAC intake vents in all rooms where marihuana is packaged, stored, displayed for sale, or otherwise handled.

The carbon filters are designed to reduce and control airborne pollutants such as VOCs, odors, and other gaseous contaminants. The filters act by “scrubbing” the air, absorbing contaminants into the activated carbon material as it passes through to be recirculated throughout the HVAC system. Applicant has selected Can Filter for the provider of these filters. The products are made in North America, and the company has a good reputation for providing high-quality filters for over 30 years. The brand was selected for having the thickest filter material, and the longest shelf life of the various filters Applicant compared.

Service and Maintenance

Employees will be instructed on the routine maintenance of pre-filters and carbon filters during orientation and training. Employees will learn how to disassemble pre- filters and carbon filters for inspection and proper maintenance, along with proper removal and reinstallation.

Pre-filter - Employees will perform maintenance on pre-filters monthly by vacuuming the dust from the pre-filter. Pre-filters will be replaced every 6 months.

Carbon filter - Employees will perform maintenance on carbon filters each year by vacuuming the dust from the outside of the carbon filter. Carbon Filters will be completely replaced every four years.

PHI unit – Employees will routinely inspect the bulb through an inspection sight glass during monthly examinations to confirm the unit is operational. Per manufacturer instructions, the bulbs in this units will be replaced every 18,000 hours, or around every 4 years at an average of 12 hours per day of operation.

All filters and pre-filters will be tagged to identify the employee that installed the device, the date and time of the replacement, and the date by which the device should be replaced. Service and maintenance records will be maintained for all serviceable items in the odor control system. At minimum, these records will contain the following information:

- Date and time of service
- Service performed
- Name of individual performing the service
- Unit number or device number serviced

Odor Complaints and Troubleshooting

The Applicant has developed SOPs to manage complaints or system malfunctions should they arise. As part of routine facility inspections, Applicant's Quality Assurance Manager (QAM) will walk around the perimeter of the facility to confirm there are no detectable odors being emitted. Should any odor be detected, the QAM will record the issue in the related notes in the inspection, and will include the location the odor was detected.

In the event Applicant receives a complaint of odors being emitted from the facility, the Provisioning Center General Manager will complete a complaint form to document the incident, and begin the investigation and resolution process. Once the form has been completed, it will be immediately provided to the manager on duty to take further action. The complaint form will include, at minimum, the following information:

- Date and Time of complaint

- Name of the individual making the complaint
- Description of the complaint
- Name and badge number of the employee recording the complaint

Once an odor mitigation concern has been identified, the management team will follow a diagnostic process to replicate the complaint, pinpoint the possible source, repair or replace items as needed, and confirm the repair has resolved the issue.

MEMO

VIA EMAIL ammar@winvestorsgroup.com

To: **W Investment Holdings, LLC**

From: **Julie M. Kroll, PE, PTOE
Mason Gamble, EIT
Fleis & VandenBrink Engineering**

Date: **December 12, 2023**

Re: **1614 W. Grand River Avenue
Traffic Volume & Trip Generation Comparisons**

1 INTRODUCTION

This memorandum presents the results of the traffic volume comparison and trip generation analysis for the proposed development that includes a provisioning center and mini-warehouse/self-storage facility site, located at 1614 W. Grand River Avenue, in Meridian Township, Michigan. Fleis & VandenBrink (F&V) previously completed a Traffic Impact Study (TIS) for the provisioning center use only, dated January 21, 2020. Since this study was completed, the site plan has been revised and now includes the two(2) uses on the property. Additionally, the traffic volumes utilized in the study were over five (5) years old at this time. Therefore, the Township has requested a comparison of the 2018 traffic volumes utilized in the TIS to the available current traffic volume data and a comparison between the trip generation calculations associated with the previous TIS and the currently proposed development plans for this site.

The scope of the study was developed based on Fleis & VandenBrink's (F&V) understanding of the development program, accepted traffic engineering practice, information provided by Meridian Township, and methodologies published by the Institute of Transportation Engineers (ITE).

2 TRAFFIC VOLUME COMPARISON

The previous 2020 TIS utilized turning movement count data that was collected by Traffic Engineering Associates (TEA) in 2018. Therefore, a comparison with current traffic volume data was evaluated, in order to verify the accuracy of the previous analyses. The MDOT Transportation Data Management System (TDMS) was utilized to review historical traffic volume data and Average Annual Daily Traffic (AADT) volume information along the study roadways of Grand River Avenue and Dobie Road / Central Park Drive. The results of the comparison are summarized in **Table 1**.

Table 1: Traffic Volume (AADT) Comparison

Year	Grand River (At Dobie Rd.)	Dobie Road / Central Park (At Grand River Ave.)	Grand River (E. of Hamilton Rd.)	Average
2018	0%	0%	0%	0%
2019	-4%	0%	-1%	-2%
2020	-20%	-15%	-20%	-18%
2021	+14%	+14%	+5%	11%
2022	+1%	0%	+1%	1%
2023*	+1%	+1%	+1%	1%
Difference (2018 – 2023)	-8%	0%	-14%	-7%

*Estimated Growth Rate

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The results of the comparison indicates that the historical AADT (vpd) data has been decreasing on the adjacent roadways since 2018. Therefore, the 2018 TEA turning movement counts that were utilized in the original 2020 TIS are expected to provide a conservative analysis of the current 2023 conditions.

3 TRIP GENERATION ANALYSIS

The number of weekday peak hour (AM and PM) and daily vehicle trips that would be generated by the proposed development was forecast based on data published by ITE in the *Trip Generation, 11th Edition*. It should be noted that the trip generation analysis completed for this site in the F&V 2020 TIS utilized the ITE *Trip Generation, 10th Edition*. No changes to the previous trip generation calculations were made for this comparison. The site trip generation forecast is summarized in **Table 2**.

Table 2: Site Trip Generation Comparison

Scenario	Land Use	ITE Code	Size	Unit	Average Daily Traffic (vpd)	AM Peak Hour (vph)			PM Peak Hour (vph)		
						In	Out	Total	In	Out	Total
Previous Site Plan (1/21/2020 TIS)	Marijuana Dispensary*	882	5,430	SF	1,372	32	25	57	60	59	119
Current Site Plan (2023)	Marijuana Dispensary	882	4,000	SF	844	22	20	42	38	38	76
	Mini Warehouse	151	127,500	SF	185	6	5	10	9	10	19
Difference					-343	-4	0	-4	-13	-11	-24

* ITE Trip Generation 10th Edition

4 CONCLUSIONS

- The results of the traffic volume comparison indicates that the historical AADT (vpd) data has been decreasing since 2018. Therefore, the turning movement counts that were utilized in the original 2020 TIS are expected to provide a conservative analysis of the current 2023 conditions.
- The trip generation comparison indicates that the currently proposed site plan will generate **less trips** than the trip generation projections utilized for the previous 2020 TIS, based on the reduced building size and the updated ITE rates and equations.
- The results of this comparison show that trip generation and the traffic volumes in 2023 are *less* than the analysis that was performed in 2020. Therefore, the proposed development is expected to have less of an impact to the adjacent roadway network than evaluated in the 2020 TIS.

Any questions related to this memorandum, study, analysis, and results should be addressed to Fleis & VandenBrink.

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Michigan.

Attached: Proposed Site Plan
2020 Traffic Impact Study

MG:jmk



To: Planning Commission

From: Brian Shorkey, Principal Planner

Date: September 9, 2024

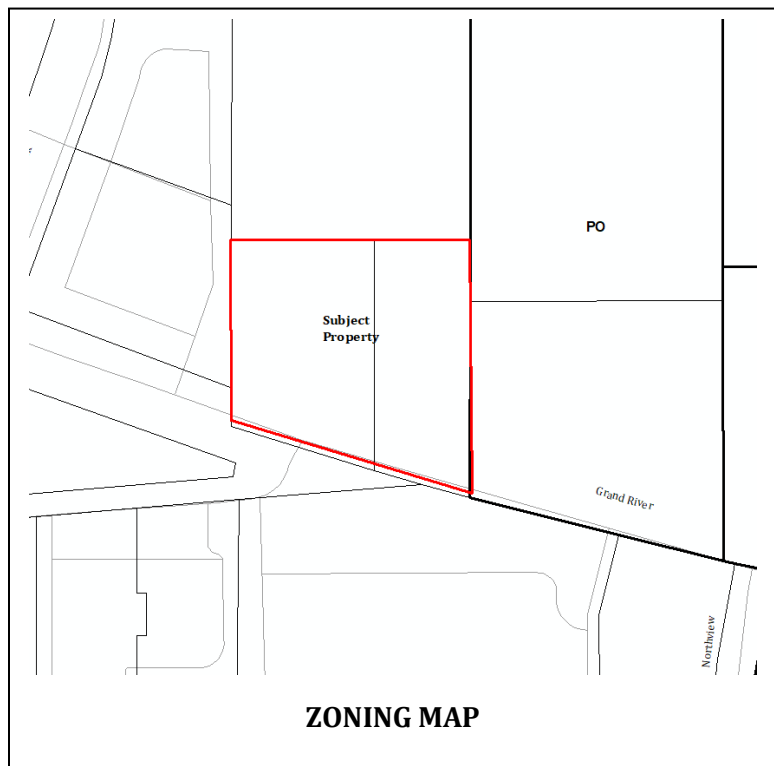
Re: Special Use Permit #24023 (Okemos Gateway LLC), to construct an adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864.

Okemos Gateway LLC (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 4,000 square foot adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864 (Subject Property). The Subject Property is approximately 2.4 acre in size and is zoned C-2 – Commercial. This SUP application follows the Board of Trustees' approval of the adult use marijuana conditional license on July 23, 2024.

Zoning and Future Land Use

The Subject Property is located in the C-2 – Commercial zoning district. The same zoning designation applies to the adjacent properties to the west, north, and south. The property to the east is zoned PO – Professional and Office and contains the Sparrow Okemos Medical Building.

The C-2 district requires a minimum of 100 feet of lot frontage and 4,000 square feet of lot area for new lots. The Subject Property consists of two parcels that together total approximately 2.4 acres in size. The Subject Property has a total of approximately 373 feet of frontage along Grand River Avenue.

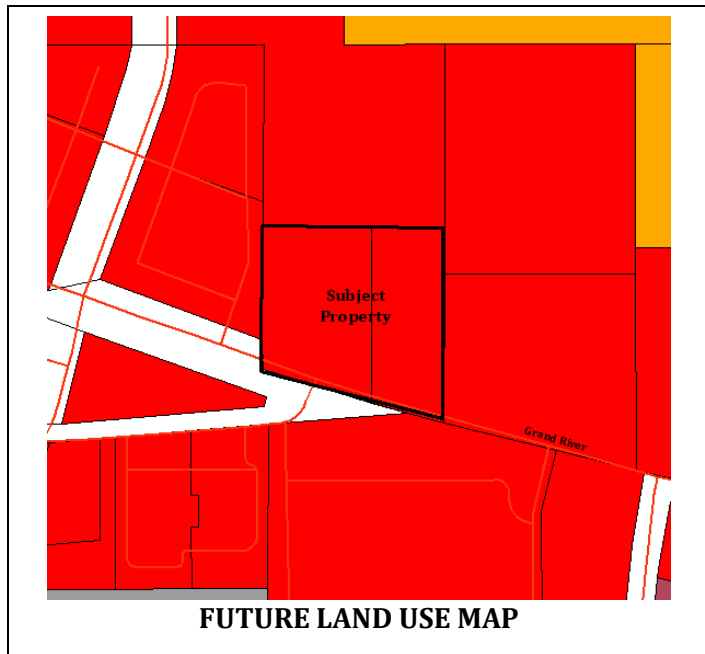


The Future Land Use Map from the 2023 Master Plan designates the subject site in the Commercial category. The same designation applies to all adjacent properties.

Staff Analysis

Applications for special land use permits are reviewed under Sec. 86-126 in the Zoning Ordinance. Based on that review, Staff has the following comments:

1. The Subject Property lies within Adult Use Marijuana Overlay Area 3. This has been approved of one of the only five areas in the Township where adult use marijuana retailers are allowed. An adult use retail conditional license has been approved for the site.
2. The project is consistent with the intent and purposes of this chapter and the proposed adult use marijuana retailer conforms with the Subject Property's zoning and Future Land Use designations.
3. The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
4. The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
5. The project is not expected to adversely affect or be hazardous to existing neighboring uses.
6. The project is not expected to be detrimental to the economic welfare of the surrounding properties or the community.
7. The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, and public transportation.
8. The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.
9. The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.



10. The project is not expected to directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, or wildlife areas.
11. Attachment #3 details the safety and odor control that is being proposed by the Applicant. The safety and odor control systems meet the Township's requirements.
12. The Subject Property is adequately served by water and sewer. An attached traffic assessment (Attachment #4) verifies that the existing roads are capable of handling the traffic and no traffic study is required.
13. If this SUP is approved, then the next step will be site plan approval. Site plans are administratively approved and require approvals from all relevant offices and agencies. In this case, the site plan will require approvals from the Township Engineering Department, the Ingham County Drain Commission, and the Michigan Department of Transportation.

Based on the information provided by the Applicant, Staff has identified no major concerns that would negatively impact surrounding properties or the Township at large while reviewing the proposed Special Use Permit. If the project is approved by the Planning Commission and the Township Board, the applicant will be required to submit for Site Plan Review and/or any required building permits prior to beginning operations.

Recreational Marihuana Approval Process

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

Planning Commission Options

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

Attachments

1. Special use permit application and legal description
2. Attachment 1: Site Plan, dated August 2, 2019
3. Attachment 2: Business Plan
4. Attachment 3: Odor Mitigation Plan
5. Attachment 4: Traffic Assessment



To: Planning Commission

From: Brian Shorkey, Principal Planner

Date: September 23, 2024

Re: **Special Use Permit #24023 (Okemos Gateway LLC), to construct an adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864.**

Okemos Gateway LLC (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 4,000 square foot adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864 (Subject Property). The Subject Property is approximately 2.4 acre in size and is zoned C-2 – Commercial. This SUP application follows the Board of Trustees' approval of the adult use marijuana conditional license on July 23, 2024.

A public hearing for this application was held at the Planning Commission's regular meeting on Monday, September 9, 2024. After a brief discussion with the Applicant, the Planning Commission agreed to consider a resolution to approve the special use permit at its next meeting.

The original staff report, dated September 9, 2024, is attached. Additional materials from the public hearing may be found at the following link: https://www.meridian.mi.us/government/boards-and-commissions/agendas-packets-and-minutes/-folder-3684#docan5601_5944_42

Planning Commission Options

The Planning Commission may approve, approve with conditions, or deny the special use permit. A resolution to approve the request is provided. Staff **recommends approval** of Special Use Permit #24023 for the construction of an adult use marijuana retailer at 1614 West Grand River, with the conditions listed in the resolution.

Staff would offer the following motion for the Planning Commission to consider during their review of the proposed rezoning request. Should the Planning Commission have additional reasons for supporting the recommendation, they can be added to the end of the motion.

Move to adopt the resolution to recommend approval of SUP #24023 to construct an adult use marijuana retailer at 1614 West Grand River, Okemos, MI 48864, *for the following reasons:*

- The proposed project conforms with the Township Master Plan and the Future Land Use map.
- The proposed project conforms with the Adult Use Marijuana regulations that have been adopted by the Township.
- The proposed project that would result fits the character of the area.

Attachments

1. Resolution to approve SUP #24023.
2. Staff Memo, Dated September 9 2024.

RESOLUTION TO APPROVE

**Special Use Permit #24023
(Okemos Gateway LLC)**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 23rd day of September, 2024 at 6:30 p.m., Local Time.

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

ABSENT: Chair Shrewsbury and Commissioner Blumer

The following resolution was offered by Commissioner McConnell and supported by Commissioner Rombeck.

WHEREAS, Okemos Gateway LLC has submitted a request to establish a 4,000 square foot adult use marihuana retailer located at 1614 West Grand River Avenue; and

WHEREAS, the Township Board adopted both zoning and non-zoning ordinances allowing commercial medical marihuana facilities in designated overlay areas throughout the Township at its meeting on May 21, 2019; and

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

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

WHEREAS, the subject site is located entirely within Overlay Area 3 and is appropriately zoned C-2 (Commercial), which allows adult use marihuana retailers by special use permit; and

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

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

WHEREAS, the Township Planning Commission held a public hearing on the Special Use Permit application at their regular meeting on September 9, 2024; and

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

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

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

**Resolution to Approve
SUP #24023 (Okemos Gateway LLC)
Page 2**

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Special Use Permit #24023, subject to the following conditions:

1. Approval of SUP #24023 is required to be followed by site plan approval.
2. Approval is subject to the applicant receiving approval of a Commercial Adult Use Marihuana Facility permit by the Director of Community Planning and Development.
3. Approval is subject to the applicant receiving Final Approval for an adult use marihuana license from the State of Michigan, Department of Licensing and Regulatory Affairs.
4. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed commercial adult use marihuana provisioning center from the State of Michigan, Township, and any other applicable agencies. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
5. Any proposed future changes to the scope of the SUP will require an amendment to Special Use Permit #24023.
6. All applicable conditions from previous approvals for the Subject Property shall remain in effect.
7. The retailer shall remain in compliance with the operational requirements established in Section 40-31 of the Code of Ordinances.
8. The special use permit shall be revoked if the applicant fails to maintain a valid Adult Use Marihuana Facility permit from the Township and Facility License from the State of Michigan.

ADOPTED: YEAS: Vice-Chair Snyder, Commissioners Rombeck, Brooks, Scales, and McConnell

NAYS: None

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chairperson of the Planning Commission of the Charter Township Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 23rd day of September, 2024.


Alisande Shrewsbury
Planning Commission Chairperson

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING PLANNING COMMISSION
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
Monday, September 9, 2024, 6:30 pm

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

ABSENT: None

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the September 9, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:29 pm.

2. ROLL CALL

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

3. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 6:30 pm

Chair Shrewsbury closed public remarks at 6:30 pm

4. APPROVAL OF AGENDA

Chair Shrewsbury asked to add to the update of the Planning Commission's meeting calender to Unfinished Business.

Commissioner Scales moved to approve the September 9, 2024, regular Planning Commission meeting agenda as amended. Seconded by Commissioner Blumer. Motion passed unanimously.

5. APPROVAL OF MINUTES

Commissioner Scales asked that his comment at the last meeting, thanking the public for voting for him, be added to the minutes.

Chair Shrewsbury asked that Commissioner McConnell's absence be added under roll call.

Commissioner Blumer moved to approve the Minutes of the August 12, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner Scales. Motion passed unanimously.

6. COMMUNICATIONS

A. Director Schmitt re: Planning Commission Schedule

7. PUBLIC HEARINGS

A. SUP #24023 – Okemos Gateway

Principal Planner Shorkey gave an overview of the application and the work that has taken place to date. Principal Planner Shorkey noted that this site plan approval will be a new building and subject to approvals through MDOT, Ingham County Drain Commission, the Michigan Department of Transportation, and various Township offices.

Ammar Alkhafaji, representing the applicant, stated that the application is the same as was approved for Medical Marijuana.

Chair Shrewsbury opened the public hearing at 6:37 pm

Chair Shrewsbury closed the public hearing at 6:38 pm

Chair Shrewsbury conducted a straw poll, all members of the Commission indicated their support for the Permit.

8. UNFINISHED BUSINESS

A. Calendar Updates

Chair Shrewsbury stated that the communication from Interim Manager Schmitt recommended moving the October 14th meeting to October 7th due to Indigenous Persons Day, moving the location of the meeting on October 28th to the Central Fire Station Community Room, and moving the November 11th meeting later into the month due to Veteran's Day. She then stated that the November meeting has already been changed to November 18th and recommended updating the calendar to reflect the October changes.

Commissioners agreed to these changes by consensus.

9. OTHER BUSINESS

A. Planning Commission Discussion

i. Planning Commission Bylaw Update

Principal Planner Shorkey outlined the discussion process, that a Public Hearing about this discussion will be October 7th and Action will be taken on October 28th, and that the Planning Commission is allowed to amend their own bylaws without it going through Board approval.

Commissioner Scales asked to change the language to define quorum as a majority of those appointed instead of stating a specific number. Vice-chair Snyder and Chair Shrewsbury concurred. Chair Shrewsbury added that, for Master Plan decisions, to change the language to define two-thirds of the Commission instead of stating a specific number.

ii. Current Land Use Update

Principal Planner Shorkey gave data regarding the current land uses, noting that this may not reflect what the areas are zoned.

Commissioner Scales asked why outdoor recreation and cemetery are combined. Principal Planner Shorkey indicated that he used the existing groupings, and that the cemetery acreage is likely a negligible percentage if separated out.

Commissioner Scales asked how institutional use is defined. Principal Planner Shorkey clarified that it is government, schools, and hospitals.

Commissioner Rombach asked how cooperative arrangements are defined. Principal Planner Shorkey clarified that they are zoning arrangements between Meridian Township and other communities, citing College Fields as an arrangement with City of Lansing and Costco as an arrangement with City of East Lansing.

Commissioner McConnell asked if the recent zoning change is reflected in the data presented. Principal Planner Shorkey stated that is not yet because he has not received a PUD proposing anything, but he stated when it occurs, it will significantly change the Single-Family Residential numbers.

Commissioner McConnell asked if some of the areas of low-density single-family residential could be subdivided. Principal Planner Shorkey indicated that it could, but that it is still single family residential after subdivision unless it is rezoned.

Commissioner McConnell asked if the totals of developable open space outside of the USB are held by developers or by a relatively small number of individuals. Principal Planner Shorkey stated that they could be and he will research it, but also that wetlands are not represented on the map.

Vice Chair Snyder asked about the difference between two of the charts. Principal Planner Shorkey and Chair Shrewsbury clarified that the leftmost table shows the total amount of the types of land uses within the USB as compared to how much of those land uses are outside of the USB, the rightmost table shows the total of each land use type across the acreage of the township, and the middle two tables show the total of each land use type outside and inside the USB category, respectively.

Commissioner Rombach asked if, compared to similar communities, this land use plan is appealing to developers with regards to Township goals. Principal Planner Shorkey answered that when he looks at a map of Meridian Township, he observes large amounts of residential area, a distinct commercial core, areas where development is in progress but that site plans have not been approved. He said that the map doesn't show amenities and natural features, and he has never worked in a community with this much recreational areas and stringent wetlands protection. Principal Planner Shorkey said that when future planning and zoning plan reviews come up, this map will be useful to determine the

discrepancies between what has been and is being done and what the Township may want to be done in the future and inform how to address that.

Commissioner Scales remarked that the map is a great start to the discussion, and he can see that Saginaw is a buildable area and the east part of the Township reflects the goal to keep that area rural.

Chair Shrewsbury indicated that she would like a future conversation presenting how the developable areas are proposed to be developed.

Commissioner McConnell noted that he is struck by the visual that about half of the residents are living on about nine-tenths of the residential area of the township. Principal Planner Shorkey acknowledged Commissioner McConnell's statement and clarified that he counts duplexes as single-family residential.

Commissioner Brooks commented that development seems to happen in large swaths, and noted interest in small patches or development like in the downtown Okemos area. He indicated he would be interested to see the density of single-family housing broken down and to consider some of those areas would be viable for multi-family residential or greater density residential. Principal Planner Shorkey stated that he could reflect density in groupings of half-acre and under, half-acre to two acres, two to five acres, five to ten acres, and greater than ten acres.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey reported that there was a hearing 2025 budget, action on SUP 24-17 – Haslett Gallery, and discussion about Ordinance 2024-06 for Dobie Rd rezoning.

Commissioner Blumer asked if there has been resolution regarding the fire equipment difficulties. Principal Planner Shorkey stated that he has no further information.

B. Liaison Reports

Commissioner McConnell reported that the Environmental Commission created a study group to examine the 2024 Greenspace Master Plan and, with the help of staff, determine if changes need to be made. He gave an overview of the 2025 budget proposals related to the Environmental Commission

Commissioner Scales reported that the EDC had an update on the Village of Okemos and that they confirmed that the cost of the updates exceeds \$10 million, that the developer cannot finance it, and that the Township does not have the funding available, so the project is indefinitely delayed for the foreseeable future. Commissioner Scales gave a memo to Principal Planner Shorkey that was given to the EDC. Principal Planner Shorkey thanked Commissioner Scales and discussed information availability.

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey stated that there are no definitive updates, though some of the projects are being discussed.

12. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 7:35

Chair Shrewsbury closed public remarks at 7:35

13. COMMISSIONER COMMENTS

Commissioner Brooks thanked Principal Planner Shorkey for his work. Other Commissioners concurred.

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 7:36 pm

Commissioner Scales moved to adjourn the September 9, 2024 regular meeting of the Planning Commission. Seconded by Commissioner Romback. Motion passed unanimously.

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING PLANNING COMMISSION
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
Monday, September 23, 2024, 6:30 pm

PRESENT: Vice Chair Snyder, Commissioners Brooks, McConnell, Rombach, and Scales

ABSENT: Chair Shrewsbury, Commissioner Blumer

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Vice Chair Snyder called the September 23, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:30 pm.

2. ROLL CALL

Vice Chair Snyder called the roll of the Board. All board members were present except Chair Shrewsbury and Commissioner Blumer.

3. PUBLIC REMARKS

Vice Chair Snyder opened public remarks at 6:31 pm

Vice Chair Snyder closed public remarks at 6:31 pm

4. APPROVAL OF AGENDA

Vice Chair Snyder asked to add an agenda item to Other Business to review the agenda for the Michigan Planning Conference and make suggestions to Principal Planner Shorkey for sessions they would like him to attend.

Commissioner McConnell moved to approve the September 23, 2024, regular Planning Commission meeting agenda as amended. Seconded by Commissioner Scales. Motion passed unanimously.

5. APPROVAL OF MINUTES

Commissioner Scales asked that 7A be amended to add the time the hearing closed.

Commissioner Rombach moved to approve the Minutes of the September 9, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner Brooks. Motion passed unanimously.

6. COMMUNICATIONS

A. Okemos Local Investments - Email

7. PUBLIC HEARINGS

NONE

8. UNFINISHED BUSINESS

A. SUP #24023 – Okemos Gateway

Principal Planner Shorkey gave an overview of the application and the work that has taken place to date. He noted that there is a resolution of approval but if the Commission has more questions for the applicant, they must postpone and ask the applicant to attend a future meeting.

Commissioner McConnell moved to adopt the resolution to recommend approval of SUP #24023 to construct and adult use marijuana retailer at 1614 West Grand River, Okemos MI 48864.

Commissioner Scales moved that the motion be amended to include the additional bullet points stated in the memo. Supported by Commissioner McConnell. Motion passed unanimously.

The motion as amended seconded by Commissioner Romback to include the statements for the following reasons:

- The proposed project conforms with the Township Master Plan and the Future Land Use map,**
- The proposed project conforms with the Adult Use Marijuana regulations that have been adopted by the Township,**
- The proposed project that would result fits the character of the area.**

Motion passed unanimously.

B. Planning Commission Bylaw Update

Principal Planner Shorkey gave an overview of the process as has occurred to date. He outlined the changes made to meet the Commission's requests.

Commissioner Romback asked for clarification regarding the differences between the votes which require a portion of the quorum versus those that require a portion of the membership. Principal Planner Shorkey clarified that only Master Plan amendments require two-thirds of the members, other decisions require simple majority of the quorum.

Vice Chair Snyder asked that the wording of 5.4 be changed to use the word "members" only once.

9. OTHER BUSINESS

A. Planning Commission Meeting Resolution

Vice Chair Snyder and Principal Planner Shorkey summarized the discussion that has occurred to date.

Commissioner McConnell moved to adopt the resolution approving the updated 2024 Planning Commission Meeting Schedule. Supported by Commissioner Scales. Motion passed unanimously.

B. Planning Commission Discussion

i. Single-Family Residential Density

Principal Planner Shorkey outlined the changes he made to the maps as requested by the Commission.

Commissioner McConnell asked how the property outside of the Urban Service Boundary might be affected by development. Principal Planner Shorkey indicated that it would be limited by current zoning ordinances.

Commissioner Brooks asked about some of the spaces marked as over ten acres that surround individual parcels. Principal Planner Shorkey stated that they are preserved open space that cannot be subdivided nor built on and are part of Planned Unit Developments. Principal Planner Shorkey noted that, through the process of creating the maps, he has discovered that those parcels may need to be classified differently as Dedicated Open Space.

Commissioner Brooks asked if there is a way to know the history of how lots in the Township have been built out, particularly if the lots have gotten smaller over time. Principal Planner Shorkey stated that there is not a way to break the data out in that manner and said that lots are trending larger. Commissioner Scales commented that the property south of Tihart Road on Powell Road appears to be larger lots.

Commissioner McConnell suggested that the preserved open space areas and other parcels with use restriction be excluded on the next map to allow better ability to focus on the areas that have been or could be developed as Single-Family Residential. Principal Planner Shorkey stated that he could work on it and mentioned that one of the objectives of the Master Plan update is to include a more specific, parcel-by-parcel buildout analysis and this discussion helps achieve that objective.

Vice Chair Snyder asked if there were a way to show how wetlands overlay with this. Principal Planner Shorkey showed an overlay of where delineated wetlands lie on the Township Parcel Viewer.

Commissioner Brooks asked the Commission to help clarify the goal of this exercise, how to define what they need to make better decisions. Commissioner McConnell stated that he wants to know what the land use looks like now and try to project where it may go in the future; how much more can the Township grow and under what conditions. Commissioner Scales stated that it validates some of his assumptions and informs the Commission that they are on track with the Master Plan. Commissioners concurred that the Township is approaching a point where there will be no more buildable land. Commissioner Brooks stated that he would like to know more about density, particularly if a

goal will be to increase density in certain places. Commissioner Brooks stated that this map does help to understand density if an assumption is made about average family size, but that it might be possible to overlay census data. Vice Chair Snyder concurred.

Commissioner Romback asked for clarification about long, narrow lots that cannot be subdivided, what could change to allow those areas to be subdivided. Principal Planner Shorkey stated that it would require an ordinance change to allow private access easements instead of a publicly maintained road.

C. Michigan Planning Conference Courses Discussion

Vice Chair Snyder stated that Principal Planner Shorkey will be attending the Michigan Planning Conference and asked the Commission to offer suggestions for the courses they would like him to take.

Principal Planner Shorkey clarified the courses he will be required to take for certification purposes and asked that they Commissioners suggest courses within those limitations.

The Planning Commission discussed the upcoming course with Principal Planner Shorkey and made several suggestions, which were noted by Principal Planner Shorkey.

Commissioner Scales thanked Principal Planner Shorkey for sharing the agenda with the Commission.

Commissioner Brooks welcomed Principal Planner Shorkey to share pertinent information with the Commission, to which the other Commissioners concurred.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey reported that the 2025 budget was approved, also disbandment of the Transportation Commission was discussed, and it will move forward to the next meeting for action. Commissioners McConnell and Scales commented with some history of the Transportation Commission's function.

B. Liaison Reports

Commissioner McConnell reported that a draft report of the 2024 Greenspace Master Plan has been recently submitted to the Environmental Commission and more members may be sought.

Commissioner Brooks outlined the ZBA's discussion regarding the signage at the Playmaker's property and the discussion regarding the variance request for Accessory Dwelling Units

Commissioner Scales reported that the Brownfield Redevelopment Committee authorized the second part of reimbursement request by American House and the Brownfield TIF for the Village of Okemos properties will be revoked because the properties no longer qualify

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey stated that there are no changes from the last update, but there may be applications for zoning and SUP for a drive through restaurant on the next agenda.

12. PUBLIC REMARKS

Vice Chair Snyder opened public remarks at 7:44

Vice Chair Snyder closed public remarks at 7:44

13. COMMISSIONER COMMENTS

Commissioner Scales complemented Vice Chair Snyder for leading the meeting well. Vice Chair Snyder thanked him.

Vice Chair Snyder asked if Principal Planner Shorkey would consider sharing the Single-Family Residential Density maps with the Board. He stated that he would talk with Interim Manager Schmitt about sharing the maps. Commissioner McConnell suggested waiting until the Commission has done some more review and discussion.

14. ADJOURNMENT

Vice Chair Snyder called for a motion to adjourn the meeting at 7:45 pm

Commissioner Scales moved to adjourn the September 23, 2024 regular meeting of the Planning Commission. Seconded by Commissioner McConnell. Motion passed unanimously.



13. B

To: Board Members
From: Abigail Tithof, HR Director
Date: October 10, 2024
Re: PA152 Impacts to Health Benefit Costs

As you are probably aware, in 2011 the State of Michigan established Public Act 152 limiting an employer's expenditures for employee medical plans. The term "Hard Cap" is described as the annual amount local governments may allocate to employee health care costs. Since 2011, each participating community must annually compare their health care costs against the state's hard cap. Prior to now, Meridian Township had been very fortunate to remain under the state's annual cap.

The question before the Township Board is how we will proceed for 2025 benefits based on this new information. In order to timely move forward with our upcoming Healthcare Coalition meeting on October 22nd, it would be helpful to receive your direction on Tuesday evening on October 15th. Our benefits administrator, Gallagher Consulting, will be present to provide a fuller description of Public Act 152 and the options that are available to the Township going forward.



13. C

To: Board Members
From: Michael R. Hamel, Fire Chief
Date: October 9, 2024
Re: Memorandum of Understanding with Ingham County for Fire Emergency Boat Launch

Attached for review is a Memorandum of Understanding to moor the Fire Department's emergency boat at Ingham County's Lake Lansing Park South in Haslett. The boat is currently stored at the Meridian Township Police Department. Currently, when an emergency necessitates use of the boat at Lake Lansing, additional personnel are required to tow the boat from Meridian Township Police Department to Lake Lansing; however depending on daily staffing levels, additional personnel may not be immediately available for this purpose. Due to the urgent nature of water emergencies at Lake Lansing, Ingham County will allow the department to moor the boat at Lake Lansing Park South.

The Memorandum of Understanding states that Ingham County will allow the Township to moor its emergency boat during the park's open season, and the Township will have 24-hour access to the boat while it is stored at the park. There are no storage fees or compensation payable from Meridian Township to Ingham County under this agreement. The agreement will renew automatically on July 1st each year.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE MEMORANDUM OF UNDERSTANDING AND AUTHORIZE THE TOWNSHIP SUPERVISOR TO SIGN THE AGREEMENT.

Attachment: Memorandum of Understanding



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CHARTER TOWNSHIP OF MERIDIAN
AND INGHAM COUNTY**

MEMORANDUM OF UNDERSTANDING

The Charter Township of Meridian (the “Township”) and Ingham County, on behalf of the Ingham County Parks Department (the “County”), hereby enter into the following Memorandum of Understanding (MOU).

WHEREAS, the Township requires a space to moor its Fire Department emergency boat on Lake Lansing; and

WHEREAS, the County has available space for mooring the Township’s boat at Lake Lansing Park South, 1621 Pike Street, Haslett, MI 48840 (“Park”); and

WHEREAS, the County is willing to permit the Township to moor its boat at Lake Lansing Park South under the terms and conditions set forth herein.

NOW, THEREFORE, the parties mutually agree as follows:

ARTICLE I: DUTIES AND RESPONSIBILITIES OF THE PARTIES

- 1.1 Provision of Space. The County will provide suitable space on the premises of Lake Lansing Park South for the Township to moor its emergency boat. The space will be available during the times of year when Lake Lansing Park South is open to the public. During those seasons and times of the year when the Park is open, the space is made available to the Township for 24-hours each day.
- 1.2 Access. The County will allow Township officials and employees free and unimpeded access, ingress and egress to and from the space provided to moor the Township’s emergency boat. Township officials shall have access to the space and the Township’s emergency boat even if the Park is otherwise closed to the general public at any particular or specific time of day or night.

ARTICLE II: COMPENSATION

- 2.1 Fees. No compensation shall be paid by the Township to the County. To the extent consideration is required, each Party acknowledges and accepts the mutual promises as provided in this MOU.

ARTICLE III: MUTUAL REPRESENTATIONS OF THE TOWNSHIP AND THE COUNTY

- 3.1 No Agency Relationship. The parties agree that the relationship between the Township and the County shall not be a joint venture, partnership, or other form of agency, and that neither party shall be the agent of the other.
- 3.2 Liability. All liability, loss, or damage as a result of claims, demands, costs, or judgments arising out of or in any way related to this MOU shall be the responsibility

of the Township, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Township, its officers, employees, or agents. Nothing herein shall be construed as a waiver of any governmental or other immunity that the Township, its officers, employees, or agents may have by law, statute, rule, regulation, or other authority.

All liability, loss, or damage as a result of claims, demands, costs, or judgments arising out of or in any way related to this MOU shall be the responsibility of the County, and not the responsibility of the Township, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the County, its officers, employees or agents. Nothing herein shall be construed as a waiver of any governmental or other immunity that the County, its officers, employees, or agents may have by law, statute, rule, regulation, or other authority.

ARTICLE IV: TERM AND TERMINATION

- 4.1 Term of Agreement. The term of this MOU shall begin on July 1, 2024, and shall remain in effect through June 30, 2025, and shall thereafter automatically renew for successive one-year periods, unless terminated according to Section 4.2.
- 4.2 Termination of Agreement. This MOU may be terminated by either party with or without cause upon thirty (30) calendar days' written notification to the other party, or immediately upon the mutual written agreement of the parties.

ARTICLE V: GENERAL TERMS

- 5.1 Notice. Any notice given under any provision of this MOU shall have been sufficiently given if delivered in person or sent by registered or certified mail, postage and charges prepaid, or by email to the address of the Parties as set forth below. Either Party may change its address for purposes of this MOU by giving the other Party notice. Unless otherwise required by the MOU, notices under this Agreement shall be directed to the following persons:

To County:

Tim Morgan, Parks Director
Ingham County Parks Department
121 E. Maple St., Suite 102
Mason, MI 48854
tmorgan@ingham.org

To Township:

c/o Courtney Wisinski
Parks & Recreation Director
Meridian Charter Township
5151 Marsh Rd.
Okemos, MI 48864
wisinski@meridian.mi.us and
townshipboard@meridian.mi.us

- 5.2 Severability. If any provision of this MOU is held to be illegal or unenforceable, that provision shall be considered severed from this MOU and shall not affect the legality or enforceability of the remaining provisions of this MOU unless either party is unable to perform without the severed provision or unless the omission would destroy the intent of the parties.
- 5.3 Governing Law. This MOU shall be governed by the laws of the State of Michigan.
- 5.4 Entire Agreement. This MOU constitutes the entire Agreement of the parties concerning the County providing space for mooring the Township's emergency boat. This MOU shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties concerning this subject matter.
- 5.5 Waiver. Waiver of any part of this MOU shall not be a waiver of any other part, nor shall any waiver of a breach of this Agreement in whole or in part constitute a waiver of any other succeeding breach.
- 5.6 Amendments. No amendment or modification to this MOU shall be effective unless it is in writing and signed by both parties. Amendments to this MOU shall be effective as of the date stipulated therein.
- 5.7 Assignability. Neither party may assign its rights or obligations under this MOU except with the written consent of the other party. Any attempted assignment in violation of this provision shall be null and void.
- 5.8 Reference Headings. Headings used in this MOU are for convenience of reference only and shall not be used to interpret this MOU.
- 5.9 No Third-Party Rights. This MOU is intended solely for the benefit of the parties, and it shall not be construed to create any benefits for or rights in any other person or entity, including users of the park, employees, contractors, and their representatives.

- 5.10 Force Majeure. Neither party shall be deemed to have defaulted or failed to perform hereunder if the party's inability to perform or default shall have been caused by an event or events beyond its control and without the fault of the party, including, without limitation, acts of state or federal government, pandemic, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
- 5.11 Insurance. The Township shall maintain appropriate general liability insurance, workers' compensation insurance, automobile insurance, and professional liability insurance for the duration of this MOU and will provide a copy of the policy limits and certificates of insurance upon request of the County.
- 5.12 Nondiscrimination. The Township, as required by law and/or Ingham County's Equal Opportunity Employment/Nondiscrimination Policy, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status or political affiliation. The Township shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations and policies prohibiting discrimination, including, but not limited to, the following:
- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
 - B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
 - C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 355, as amended, and regulations promulgated thereunder.
 - D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq.), as amended, and regulations promulgated thereunder.

Breach of this Section 5.12 shall be regarded as a material breach of this MOU.

IN WITNESS WHEREOF, the Parties have signed this MOU effective as of the dates set forth below.

COUNTY OF INGHAM

By: _____ Date _____
Ryan Sebolt, Chairperson
County Board of Commissioners

CHARTER TOWNSHIP OF MERIDIAN

By: _____ Date _____
Scott Hendrickson, Township Supervisor



13. D

To: Board Members
From: Rick Grillo, Chief of Police
Date: October 15, 2024
Re: Opioid Settlement Funds

Beginning in 2021, nationwide settlements were reached to resolve litigation against seven major pharmaceutical companies due to their role in the ongoing opioid epidemic in the United States. As a result, over \$26 billion has been awarded to state and local governments nationwide with the State of Michigan receiving approximately \$1.6 billion over the next fifteen years.

Distribution of the funds began in 2023 and Meridian Township has been awarded \$71,886.49 to date. It is anticipated Meridian Township will be awarded approximately \$258,000 by 2038. These funds are restricted to three main categories: addressing the misuse of opioid products, treatment and mitigation of opioid use and related disorders, and mitigation of other alleged effects of the opioid epidemic.

The Public Safety Departments of Meridian Township request the Township Board to approve the use of these funds on various projects and equipment to combat the opioid epidemic including the purchase of a Handheld Narcotics Analyzer, the PoliceApp, Automated External Defibrillators, and other items.