



2020

Annual Report

Charter Township of Meridian



Meridian Township

5151 Marsh Road
Okemos, MI
48864
517.853.4000



meridian.mi.us

TOWNSHIP BOARD MEMBERS

Ronald J. Styka, Supervisor

Brett Dreyfus, Clerk (January 1-November 19, 2020)

Deborah Guthrie, Clerk (November 20-December 31, 2020)

Phil Deschaine, Treasurer

Courtney Wisinski, Trustee

Patricia Herring Jackson, Trustee

Dan Opsommer, Trustee

Kathy Ann Sundland, Trustee





To: Board Members

From: Frank L. Walsh, Township Manager

Date: January 29, 2021

Re: 2020 Annual Report

The Meridian Township Management Team is pleased to present you with the Township's 2020 Annual Report. The enclosed report of departmental activities is meant to satisfy the requirements of the Charter Township Act and provide our residents with a complete overview of 2020 operations. This report is a compilation of activities provided by each department.

A copy of this report will be on file in the Clerk's Office, both libraries and posted on the Township's website at www.meridian.mi.us.

Please feel free to contact me should you have any questions regarding this report. We will continue our efforts in 2021 to work as a team united in spirit for the betterment of our 43,424 Township residents.

TABLE OF CONTENTS

2020 GOALS ACTION PLAN	1
ACCOUNTING and BUDGETING	8
ADMINISTRATION	10
ASSESSING	12
CLERK'S OFFICE	14
COMMUNICATIONS	18
COMMUNITY PLANNING and DEVELOPMENT	23
ECONOMIC DEVELOPMENT	27
FIRE/EMS	30
HUMAN RESOURCES	38
INFORMATION TECHNOLOGY	40
PARKS and RECREATION	43
POLICE	48
PUBLIC WORKS	58
TREASURER'S OFFICE	64



2020 GOALS ACTION PLAN

- A. Fulfill our August 2019 promise to allocate, and account for, 100% of the local road bond revenue in an effective and transparent process. At a minimum, we shall complete work on 26.94 miles of local roads and enhance our PASER rating from a 4.48 to 5.08.**

The year 2020 was a banner year for road improvements in the Township. Honoring our commitment, 10.24 miles of neighborhood streets were reconstructed or resurfaced this year. The following local roads received work as part of the first year of the program: Wild Iris, Starflower, Lady Slipper, Canoga, Kasey, Strawberry, Shoals, Starboard, Nautical, Shaker, Calgary, Sago, Mirabeau, Capeside, Aztec, Hidden Meadows, Seville, Graystone, Hemmingway, Yosemite, Dixon, Raven, Arundel, Wood Valley, Moss Glen, Skyline Court, Dawn North, Mohawk, Seminole, Algonquin, Wenonah, Algoma and Arbutus. The work affected many of our residents all summer, and we appreciate their patience and understanding as we completed our inaugural work of the 10-year program.

Our preservation program has also been completed. We were able to crack seal over 16 miles of local roads this year. This preservation work will allow our “good” roads to last longer by slowing their deterioration. Funding for this preventative maintenance program is provided from the Township General Fund to allow all of the road bond revenue to go towards reconstruction and resurfacing work.

The resulting rehabilitation and preventative maintenance work this year allowed our local road network Pavement Surface Evaluation and Rating (PASER) to go from 4.48 in 2019 to 5.08 at the end of 2020.

The only outstanding local program roadwork is associated with the Nemoka Drain project just west of Lake Lansing. The contractors were not able to install the entire planned storm sewer infrastructure this fall, so work will continue into the spring of 2021. Colby, Edson, Lake, Lake Lansing and Potter have received their base paving so the gravel road surface is not exposed. Once the drain project is finally installed in 2021, the remaining roads will be based and then final paving will occur.

In addition to our local road program, Ingham County also provided significant improvements in the Township. Work included the resurfacing of Central Park Drive and Newman Road. All of Central Park was resurfaced from Grand River to Okemos Road and was completed over the summer. The project incorporated lane reductions (4 to 3 with center turn lane and bike lanes) as part of the project.

The Lake Lansing Road resurfacing project from Hagadorn to Saginaw Highway was also completed in 2020. The only remaining work is pedestrian signal enhancements at the major intersections of Hagadorn and Park Lake Road. The local road-resurfacing component resulted in new pavement on Hagadorn, north of Lake Lansing Road, and on Birch Row.

Another significant County project was the resurfacing work on Jolly from Dobie to Hagadorn. This project incorporated lane reductions, additional turning lane improvements, and traffic signal modifications as part of the project. This was completed by the end of summer.

Beaumont Road, Forest (east half) Road, Van Atta (Grand River to the bridge) and Hulett from the traffic circle to Jolly Road were resurfaced this year too.

B. Serve as an active partner in redeveloping the Village of Okemos and Downtown Haslett.

The 2020 calendar year began with a change of leadership in the Economic Development Department, but the department did not change focus. No one could have anticipated the economic stall caused by COVID-19 in the first quarter of the year. Even with COVID-19, the Village of Okemos development still remained a priority for this Department to fulfill through efficient partnerships. The Meridian Township Redevelopment Fund (MRF) is a great resource tool created to provide financing options to make improvements to this property. The Village of Okemos Developers came to the Township with an application requesting the use of the funds in 2019. This request was approximately \$500,000 which would have depleted the majority of the fund.



In October 2020, the Village of Okemos, LLC, provided the Meridian Economic Development Corporation (EDC) with an application request in the amount of \$85,481.44, almost 10% of the total demolition cost of the development. The application requests reimbursement for eligible costs related to demolition and asbestos removal. The EDC approved a recommendation to the Township Board on October 8, 2020. The October 21, 2020 Township Board meeting held a public hearing and approved the EDC's recommendation to create a development agreement in the grant amount. This is the first requested and approved MRF application since its creation. The community is eager to see the buildings come down as the sign of progress.

As a Department and local partner, over the past year, we have focused our energy to present different financing resources available to developers. The Village of Okemos, LLC, may be eligible for local Brownfield reimbursement, make an amendment to their MUPUD for additional density options, and work with other boards and organizations to cover financial needs.

The community's commitment to this project has not faltered even though the COVID-19 pandemic financially impacted many of our community projects. The planned partnership with the Village of Okemos developers to remove the buildings to improve the overall site should be complete within the first quarter of 2021.

C. Enhance Township diversity and inclusion initiatives that promote equal opportunity in workforce recruitment, employee retention, flexible work environment and housing opportunities.

We look forward to our upcoming DEI training and the development of new and robust ways to improve in this area.

One area where we have improved is in our ability to work remotely and offer a flexible work environment. The stark realities of the COVID-19 pandemic have pushed us in that direction and provided the impetus to move toward online permitting and billing options for our customers.

D. Fulfill our promises made to voters in 2017 by allocating enhanced pension payments to MERS, maintaining 73 emergency responders and submitting our purchase order for a new ladder truck.

The Township will be fulfilling the promise of enhanced pension payments to MERS by contributing over \$4,170,000 to MERS for the fiscal year 2020. The Township contributed an extra \$1,500,000 to the plan and is using a 5.75% rate of return assumption and not the 7.35% rate of return assumption used by MERS.

The Police Department is working toward fulfilling the 2020 goal of maintaining the 73 emergency responders and enhance diversity through the sponsorship of police candidates to the Mid-Michigan Police Academy. They have recently sponsored two applicants through the academy and have identified potential candidates for the January 2021 academy. By sponsoring candidates to the police academy the applicant pool is broadened and provides for a more representative applicant group.

The Fire Department is working on fulfilling their promise to the residents of a new ladder truck. Great progress has been made to purchase the new ladder truck. The manufacturer that was selected is E-ONE RevGroup. E-ONE is an industry leader in the engineering and manufacturing of fire trucks worldwide. All specifications are completed and Fire Department staff will be meeting with Manager Walsh and Finance Director Mattison to perform a final review of the contract language. The current plan is to order the new truck in November with a projected delivery date twelve months from the time of order.



Over the past three years, the Fire Department has seen a decline in qualified Firefighter/Paramedics seeking a job. A variety of hiring paths have been examined to allow for successful recruiting and also maintaining good, qualified employees. New options have been implemented, designed to expand upon the traditional process of hiring only Firefighter/Paramedics. One option is to hire personnel licensed as paramedics on a part-time basis while sponsoring them to attend an area Fire Academy. This concept has proven to be very successful and in the past three months, we have hired two paramedics and are sponsoring each of them at an area Fire Academy. The second option is hiring trained firefighters that are attending a paramedic program or would like to attend. This takes a change in current operations of two paramedics working on each ambulance and changes to one paramedic and one EMT until they graduate from a paramedic program and become state licensed.

As for the one remaining vacancy, the Fire Department has worked closely with the dedicated and talented team members within the Communications Department to collaboratively develop an attractive

recruitment flyer. The Communications Department has since utilized a variety of social media platforms to distribute the flyer throughout the State.



E. Expand our branding efforts to include new community pride signage at the major entry points to Meridian Township. We shall also include welcoming signs at the Marsh Road and Central Park Drive ingress points to our Municipal Building.

This fall we hired Corbin Design to assist us with our new community signage. Corbin Design is a regional leader in the development of community signage plans. The new signs will incorporate our existing branding standards into their design to create a consistent community image.

In the spring of 2021, we expect to install new gateway signs for our Township along our major roads leading into the community, two new monument signs for the entrances to the Municipal Building, additional Municipal Complex wayfinding signage to assist our visitors and a new design for the Meridian Township Park System.

Our internal sign team consists of the Communication Manager, the Parks and Recreation Director, the Neighborhoods and Economic Development Director, the DPW Superintendent and the Deputy Township Manager. The Team is excited to work with Corbin Design on the long overdue signage update.

F. Open our much-anticipated Meridian Township Marketplace on the Green.

This project was completed in September with the ribbon-cutting event held on October 7, 2020 to signify the grand opening of Marketplace on the Green! The Farmers’ Market operated in the new facility from October 7 – December 19. The extended outdoor Market has replaced the normal indoor winter market in Meridian Mall this year due to COVID-19 safety concerns.



This facility contains a large U-shaped 14,650sf pavilion with electric outlets on each post; office/restroom building, covered performance stage, playground, courtyard with site furnishings made from recycled plastic, and shared parking lot with Meridian Mall. Energy efficiency and conservation elements include LED lighting, solar panels, shared use of existing parking area, and rain gardens, trees and landscaping.

G. Continue progress on the Meridian Township Sustainability Plan by expanding our solar energy capacity through installing two 20KW photovoltaic panels on township property, by joining with Michigan State University on their solar panel project, and by increasing energy efficiency at township facilities by replacing the outdated HVAC system.

In the fall of 2020, the Township completed the installation of two solar photovoltaic arrays totaling 40.32kW at the south Fire Station (114 PV modules) and the Market Place on the Green restroom building (12 PV modules). In a typical year, we anticipate the south fire station system to generate almost 60% of its electrical usage and 100% at the farmers' market. The systems generation statistic and history can be viewed on our Township website.

In partnership with MSU, we also submitted our solar efforts and sustainability plan to the EPA for inclusion in their Local Government Solar Project Portal. The purpose of the portal is to provide information and best practices to other communities throughout the United States.

The Municipal Building HVAC project was substantially completed by the end of October. Final control and balancing work will be complete by mid-November. The \$2.2 million project will greatly enhance energy savings, allow for improved employee comfort, and incorporates enhanced filtration to safeguard the air quality in the building.

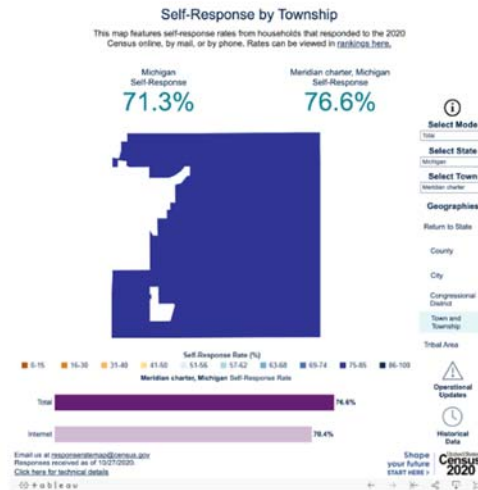
H. Complete a thorough cost/benefit analysis for a potential new site to construct an environmentally sound Meridian Township Recycling Center.

This year two sites were evaluated for potential relocation of the existing Recycling Center. The first is located on Okemos Road adjacent to the Service Center and Nancy Moore Park. It is currently for sale, and the property owner has expressed a willingness to sell to the Township. Because it has a greater potential for an improved entrance to Nancy Moore Park and a trailhead/restroom site for the MSU to Lake Lansing pathway, it was taken out of consideration. The other potential site is the north water tower open space adjacent to Saginaw Highway. This property is owned by the Township, so no acquisition costs would be incurred, but it is estimated that it would require a minimum of \$150,000 to construct a new site at this location.

Ultimately, based on community feedback and projected relocation costs, it is recommended that we remain at the current site and proceed with enhancements to the facility. The first improvement to occur this winter will be improvements to the existing center road and main area. We plan to utilize a portion of our asphalt millings from the 2020 local road program to resurface the existing gravel areas. The asphalt millings will create a significantly better surface for the facility. We will also work to improve the yard waste area of the facility to improve its collection and disposal. Additional recycling offerings and signage will also be part of the planned first round of improvements for 2021.

I. Be diligent in our efforts to have a successful 2020 Meridian Township Census Count.

The U.S. Census Bureau concluded self-response and field data collection operations October 15th. As of October 27th, Meridian Township ended with a 76.6% self-response rate on the 2020 Census Self-Response Mapper. Out of the 76.6%, 70.4% of Township residents completed their Census survey online. In 2010, the Township’s self-response rate was 77.2%. The Township’s self-response rate is expected to increase, once group quarter numbers are tallied as well as the MSU off-campus student addresses. As of October 2nd, the Non-Response Follow Up (NRFU) numbers for the Lansing Area Census Office, which includes Meridian Township, shows a completion rate of 95.2%. NRFU is the final 2020 data collection operation relative to counting households that have not already responded to the Census.



The Communications Team and the Meridian Township Census Complete Count Committee actively promoted Census information throughout 2020 across multimedia channels including the Township website, social media platforms, NextDoor, Constant Contact digital newsletters and HOMTV Government Access Channel. A total of 82 social media posts were sent from January 6th through October 15th. Facebook posts reached a total of 50,012 people. The Communications Department created a dedicated Census 2020 webpage on the Meridian Township website (www.meridian.mi.us/Census2020). That webpage received 745 page views with 263 new visitors and 241 returning visitors. Staff and interns also engaged in the national “Chalk the Walk” social media campaign across the Township. The Communications Team coordinated with Census representatives to be present at the Meridian Township Farmers’ Market in September to assist individuals with completing their Census questionnaires.



In a recent press release, the Census Bureau announced they have begun processing the data collected for the 2020 Census. Through the hard work of thousands of dedicated employees, both temporary and permanent, the Census Bureau was able to overcome challenges and count nationally 99.98% of addresses included in the 2020 Census. The combined final numbers for communities across the country will be released next spring after tabulations have been completed.

J. Continue to work to connect the Township's pathway system, including beginning construction of the MSU to Lake Lansing phase one and two in the fall of 2020.

To date, we have returned over \$3.6 million dollars from the County Park and Trail millage back to our residents. Our most recent grant success (\$788,000) is for the widening of the existing pathway along Okemos Road (Boardwalk to the Inter Urban Pathway), the development of a path that ties East Lansing recreational facilities to our system, and a portion of the phase 3 project that connects existing pathway on Haslett Road to the Lake Lansing South County Park along Shaw Street.

Phase one and phase two of the MSU to Lake Lansing are currently in the process of final design and layout. Significant surveying and engineering were required in the development of these projects. Phase 1 is the more difficult of the two, as it includes a river crossing and skirts difficult terrain.

Acquisition of easements caused significant delays this year, as the MDOT TAP grant required that we utilize a consulting firm to appraise and negotiate the easements and/or land purchases. Normally we do this in-house, but it was not an option for this project if we did not want to jeopardize losing \$1.7 million in match funding. Several of the apartment complexes along the route also have financing from HUD, and that has also complicated matters, as the Federal Government is required to review and consent to the easements.

The acquisition of the necessary easements will be finalized by the end of this year, and we can then proceed to bid the project. Construction of many of the segments will begin in 2021.

Regarding the general pathway system, 2,600 square feet of defective pathway was replaced at various locations, and trail wayfinding signs were installed in the summer of 2020. Funding was provided by the Ingham County Trail Millage. The pathway was also extended to the tune of 3,650 feet as part of the Elevations Development. The new pathway connects the development to pathway on Jolly Oak to the south and the pathway between Bennett and Okemos Road to the north.

ACCOUNTING AND BUDGETING



The Department of Accounting and Budgeting is responsible for all aspects of the Township's accounting system. The Department maintains the general ledger, processes outgoing payments through the accounts payable system, approves purchase orders, processes utility billing transactions, prepares and monitors the budget, coordinates the pension board meeting, coordinates grant accounting, and is the coordinating department for the annual financial audit.

Meridian Cares functions to ensure that the human infrastructure within the community remains strong and vital. To that end, the program strives to help residents by developing, coordinating, and promoting local resources.

Information, referral, or emergency assistance was provided to Township residents for various services on an as-needed basis. 720 requests were received and included, but were not limited to, emergency assistance for shelter, utilities, furniture, food, clothing, transportation, food baskets, or other issues. Requests for assistance came from 398 households. Need for financial assistance ramped up at the end of the year, as the moratorium on evictions expired.

Year	Number of Households Served	Funding Spent
2016	488	\$9,810
2017	436	\$8,475
2018	509	\$10,589
2019	465	\$16,855
2020	398	\$18,311

2020 DEPARTMENT GOALS AND ACTION PLAN

Work with Invoice Cloud to Bring on Payments for Other Areas

We have implemented a donation platform for Utility Bill and Tax customers to make a donation to Meridian Cares. As of December 31, 2020 we have had 633 donations made for a total of \$1,910.91. Finance is working with the Police Department, Building & Planning, Parks and Public Works. We are gathering list of items that they would like to have available to collect on line. We have supplied a partial list to Invoice Cloud for them to get started.

Implement New Chart of Accounts from MI Treasury

The State of Michigan has postponed the implementation of the New Uniform Chart of Accounts. They recommending an implementation date of January 1, 2022 for units of government that have a December 31, 2022 year end. Finance will work with BS&A software in 2021 to get this implemented and ready for January 1, 2022.

Look at a New Credit Card (purchasing card) Company

The Purchasing Manager started the process before his departure. The Finance Team will need to start this process again. This has been set as a 2021 goal.

Review and Update Purchasing Policy

Finance has worked with the new Purchasing Coordinator to update this policy. A draft was completed before his departure. The draft was presented to the Township Board and approved at the January 5, 2021 meeting.

Adopt the 2021 budget

The 2021 budget was presented to the Township Board on September 15, 2020 and adopted at a special meeting held on September 22, 2020.

Prepare the 2019 Audit

The 2019 audit was completed by the independent auditors of Yeo & Yeo CPAs & Business Consultants. The audit was done completely remote this year by the Finance team and the Yeo & Yeo team. The audit was presented and approved at the June 2, 2020 Township Board meeting.

TEAM MEMBERS

Miriam Mattison, Director
Bernie Faulkner, Accountant
Deanne Muliett, Bookkeeper
Danielle Hughes, Bookkeeper
Kimberly Graham, Bookkeeper
Darla Jackson, Human Services Specialist

ADMINISTRATION



The Township Manager works directly with the Township Board and the various departments of Meridian Township. The Manager is responsible for overseeing the day-to-day operations of the Township, budget preparation and administration, human resources, public service, public safety, public works, parks and recreation, and community relations. The Department Directors report directly to the Township Manager.

Numerous activities and projects were accomplished in 2020 under the leadership of the Township Manager's office:

- Coordinated the 2020 Goals and Objectives process.
- Continued to seek opportunities to reduce overall operating costs.
- Development and oversight of the Township's 2021 Budget.
- Created a COVID-19 hotline and outdoor pods to serve the community during the pandemic.
- Held the first Board Retreat. The plan is to conduct a second retreat in February 2021.
- Following the retirement of Joyce Marx, we were fortunate to select Abby Tithof as our new Human Resources Director. Abby brings energy, passion and customer service to our team.
- With Ken Lane's resignation, we were able to recruit and bring Amber Clark to her new role as Economic Development Director. Amber brings energy and strategic thinking to our team.
- Under the Board's direction, we were able to provide additional support to Meridian Cares. On two separate occasions, the Board allocated funds to support small business relief.
- Secured the Klingman's/Toys R Us development.
- Attended the monthly meetings of the Okemos Downtown Development Authority and the Economic Development Corporation.
- Continued our collective efforts to foster an environment that is welcoming, diverse and inclusive.
- Facilitated two development issues with Silverleaf and Andev.
- Surpassed the state response rate to the 2020 United States Census by 5%.
- Opened the Marketplace on the Green to rave reviews.
- Improved 26 miles of local roads in the 1st year of our 10 year plan.
- With a \$2.2M cash payment, we overhauled the unreliable HVAC system at the Municipal Building.
- Became one of 24 police departments to be accredited through the Michigan Chiefs of Police.
- Pine Village, our first redevelopment project in Downtown Haslett, was approved.

TEAM MEMBERS

Frank L. Walsh, Township Manager
Derek N. Perry, Deputy Township Manager/Director of Public Works & Engineering
Michelle Prinz, Executive Assistant

ASSESSING

The Assessing Department is responsible for establishing assessments of taxable property for the equitable distribution of the property tax burden in accordance with Michigan's General Property Tax Act and other applicable statutes. The Assessing Department's responsibilities include creating the annual assessment roll, maintaining ownership records and property descriptions for taxing purposes, processing Personal Property Statements and personal property exemption requests, and inspecting existing property and new construction for property tax purposes. Taxable values established by the Assessing Department annually are used by the Township Treasurer to produce property tax bills for property within the Township.

2020 TOP TEN TAXPAYERS

2020 TOP TEN TAXPAYERS (BY TAXABLE VALUE)					
RANK	TAXPAYER	PROPERTY TYPE	REAL PROPERTY TAXABLE VALUE	PERSONAL PROPERTY TAXABLE VALUE	TOTAL TAXABLE VALUE
1	CONSUMERS ENERGY COMPANY	UTILITY	\$953,703	\$26,017,800	\$26,971,503
2	MERIDIAN MALL, LP	RETAIL	\$22,018,909	\$519,700	\$22,538,609
3	C150 2929 HANNAH LOFTS, LLC	APARTMENTS	\$21,909,513	\$379,200	\$22,288,713
4	EAST LANSING I, LLC	APARTMENTS	\$14,701,636	\$0	\$14,701,636
5	EAST LANSING ATHLETIC CLUB, INC.	HEALTH CLUB	\$9,545,914	\$627,300	\$10,173,214
6	TEG CENTRAL, LLC	APARTMENTS	\$10,152,428	\$0	\$10,152,428
7	BRANDYWINE CREEK II, LLC	APARTMENTS	\$8,896,629	\$0	\$8,896,629
8	TEG CLUB MERIDIAN, LLC	APARTMENTS	\$8,465,851	\$0	\$8,465,851
9	ACC OP, LLC	APARTMENTS	\$8,314,659	\$0	\$8,314,659
10	OKEMOS POINTE I, LLC	APARTMENTS	\$7,831,775	\$0	\$7,831,775

2020 VALUE SUMMARY

PROPERTY CLASS	PARCEL COUNT	SEV	TV
Commercial	673	496,820,000	411,380,226
Industrial	42	3,170,400	2,559,283
Residential	13,174	1,615,844,100	1,391,098,027
Personal	1,738	67,315,700	67,315,700
Exempt	341	0	0
TOTALS:	15,968	2,183,150,200	1,872,353,236

2020 DEPARTMENT GOALS AND ACTION PLAN

Defend Tax Appeals with Vigor

At the end of 2020, there were 12 parcels under appeal in the Entire Tribunal Division of the Michigan Tax Tribunal. Three appeals were resolved during 2020. The taxable value in contention for pending 2020 appeals is just 0.16 percent of the Township’s tax base. Efforts are being made to determine which of the pending cases can be resolved without a trial and which, if any, may need to be defended at trial.

Conduct Annual Assessment/Re-Inspection of Taxable Properties

Although inspections conducted by full-time Assessing Department staff continued for new home construction, etc., the annual re-inspection program involving selected areas of the Township and conducted using intern labor was suspended for 2020 due to the presence of COVID-19 in the community.

2020 Board of Review Members

Martha Bashore (alternate)	Diane Galbraith
Xavier Durand-Hollis	Charles Hagen (alternate)
Bertice Ellis	Sonya Pentecost
Deborah Federau	Lanny Brunette

TEAM MEMBERS

David Lee, Assessor
 Jennifer Flower, Appraiser II
 Angela Ryan, Assessing Clerk
 Dawn Wozniak, Appraiser II

CLERK'S OFFICE



RESPONSIBILITIES AND 2020 ACTIVITY

The Clerk's Office responsibilities are largely set by state statute and include but are not limited to; Election Administration, Freedom of Information Coordinator, official Township record retention, updates to the Code of Ordinances and maintaining official Township Cemetery records. The Clerk's Office also provides free Notary services to the public.

BOARDS AND COMMISSIONS MEMBER LISTS

The Clerk's Office maintains and updates the member list for all the Townships Boards and Commissions. In December 2020, staff committed to dedicating time to resolve discrepancies in the member list and create a new method for processing public service applications. This work was a collaborative effort with Township Supervisor Styka and Executive Administrative Assistant Michelle Prinz.

CODE OF ORDINANCES -CODIFICATION

The Clerk's Office is responsible for the codification and publication of Township Ordinances. This includes publishing all ordinances in a binder. In 2020, only three codes were sent to Municipal Code for codification. Staff spent a considerable amount of time updating the records, working with Municipal Code and collaborating with Director of Community Planning and Development Director Mark Kieselbach and Principal Planner Peter Menser to rectify the records. In 2021, codes will be sent to Municipal Code for codification as they are approved.

ELECTION ADMINISTRATION AND 2020 ELECTIONS IN MERIDIAN TOWNSHIP

The Clerk's Office is also responsible for preparation, publication and posting of all public notices pertaining to elections, performing public accuracy testing on all tabulators, logistics for all polling locations, processing ballots, and transmitting election data to the County Clerk.

In 2020 the Clerk's office election voting records included:

- Registered 2,776 new voters
- Updated 14,100 voter records via the voter data base which included 9,758 manual changes
- Maintained (by hand) Voter Cards (Master Cards) and Voter Identification Cards for 34,119 registered voters

Meridian Township had three major elections in 2020: Presidential Primary, State Primary and State General.

March 10th - Presidential Primary - 14,837 registered voters cast their ballot

- Over 8,000 residents applied to be added to the permanent absentee voter list increasing the absent voter list to 15,823 residents
- 199 New Voters Registered 14 Days Prior to the Election
- 7,684 Absentee Ballots were issued
- 7,168 Absentee Ballots were returned
- 45 Overseas Ballots were issued
- 112 Absentee Voter Ballots were issued in the Clerk's Office the Monday prior to Election Day
- 938 Absentee Voter Ballots were returned on Election Day

August 4th - State Primary - 13,331 registered voters cast their ballot

- Over 2,000 residents were added to the absentee ballot voter list
- 151 New Voters Registered 14 Days prior to Election Day
- 13,123 Absentee Ballots were issued
- 10,941 Absentee Ballots were returned
- 79 Overseas Ballots were issued
- 74 Absentee Voter Ballots were issued in the Clerk's Office on the Monday prior to Election Day
- 1,161 Absentee Voter Ballots were returned on Election Day

November 3rd - State General - 25,811 registered voters cast their ballot

- 314 New Voters registered in the 14 Days prior to Election Day
- 20,215 Absentee Ballots were issued
- 19,739 Absentee Ballots were Returned
- 261 Overseas Ballots were issued
- 947 Absentee Ballots were returned on Election Day

The Township entered into an agreement with Ingham County Clerk's Office to provide the Absent Voter Counting Board for the November General Election.

Canceled voter Master Card records are being digitally scanned and stored, freeing up valuable space and allowing faster voter data retrieval. Scanned voter records/Master Cards are being updated on a daily basis along with the 14,100 changes from 2020.

We restructured some of the polling locations to ensure better spacing for election workers during the COVID-19 Pandemic complying with the Township's goal of keeping everyone safe. Hosting sites were nervous about having many people that came to each polling location. The August election was particularly difficult to staff as people were extremely nervous and hesitant to work with large volumes of people. We were only able to staff three people per polling location when we generally staff five per location and seven in the larger polling locations. Election workers were supplied with masks, gloves, face shields, and hand sanitizer.

PETITION SIGNATURE VALIDATION PROCESS

The Clerk's Office validated around 500 signatures on petitions presented by candidates running for office in the Township. Petitions were presented to the Clerk's office from Township Board candidates and Township Parks & Recreation Commission Candidates to be validated for the August Primary election.

Haslett Public Schools and Okemos Public Schools School Board candidates presented petitions to the Clerk's Office for validation in order to be to be validated for the November General election.

FREEDOM OF INFORMATION (FOIA)

The Clerk's Office responded to 71 Freedom of Information requests filed with the Clerk's office during 2020. Although many of the police FOIAs come through the Clerk's office, this information does not take into account the number of Police FOIAs since they have their own logging system.

LEGAL NOTICES AND POSTING OF OFFICIAL TOWNSHIP MEETINGS AND MINUTES

The Clerk's Office is tasked with submitting legal notices to newspaper for publication. Notices are done to meet the Open Meetings Act requirements advising members of the community of upcoming meetings, hearings as well as changes in resolutions and ordinances. Legal notices are submitted to the local paper, posted online and the posted in Township Lobby.

NOTARY SERVICES AND OATHS OF OFFICES

The Clerk's office performed 68 notarial services during 2020, several of them were over 30 pages. Because we have such a wonderfully diverse community, there are many papers that have to be sent overseas and need our services. A majority of area banks are cutting back on the types of notary services they are providing to customers.

TOWNSHIP CEMETERY RECORD KEEPING

Meridian Township oversees two cemeteries with Glendale cemetery being the most active. There were 34 burials in 2020. There were 32 lot sales in 2020.

TOWNSHIP RECORDS MANAGEMENT

Evaluation of our record keeping needs, status, priorities, retention periods, and storage options (both paper and electronic) is an ongoing process. Emphasis has been placed on continually building efforts to permanently preserve records as well as increase the efficiency through which records may be retrieved.

2020 ELECTION COMMISSION

Clerk Brett Dreyfus
Trustee Kathy Ann Sundland
Treasurer Phil Deschaine

TEAM MEMBERS

Brett Dreyfus, Township Clerk
Deborah Guthrie, Township Clerk (elected November 2020)
Robin Faust, Administrative Assistant II
Bette Bigsby, Deputy Clerk and Assistant to the Clerk
Rebekah Kelly, Records Technician II

COMMUNICATIONS



The highest priority of the Communications Department is to provide residents with an increased access to transparency in governance with relevant information in a timely fashion. The Department is responsible for coordinating a strategic and comprehensive effort to inform the public of the Township's goals, plans, activities and events through various multimedia platforms including web, digital and print. The Department oversees, creates and coordinates the writing, publication and production of all communication products – printed materials, photos/videos, website and social media postings generated from the Township. The Department ensures that all media and communications successfully reaches their intended audience. Other main functions of the Communications Department includes serving as the Local Franchise Authority for nine Public, Educational and Governmental (PEG) Channels in Meridian Township, overseeing the operations and production for HOMTV (Government Access Channel) and CAMTV (Public Access Channel), operating a multimedia television internship training program and providing staff support to the Township's Communications Commission.

2020 DEPARTMENT GOALS AND ACTION PLAN

COVID-19 Communications

In early March, the COVID-19 pandemic hit Michigan and the Governor initiated the Stay Home, Stay Safe Executive Order. The Communications Team continued to work remotely communicating information pertaining to COVID-19 to the community. While the information available to share changed quite frequently, the Communications Team developed a strategy that categorized the information. Sandwich board signs, door flyers and graphics were all created to support the information being shared. Assistance was also provided to other Township Departments to create graphics and share additional information. The categories of information included Community Health & Safety, Meridian Cares and helping those in need, Township Operations and Closures, Event Cancellations, Park Updates, Small Business Grant Opportunity through the Meridian EDC and Township Board, Police & Fire Birthday Parade Celebrations, Community Giving Back to Frontline Workers and the Township's Reopening Plan. The Reopening Plan included two portable Outdoor Service Centers. For each category of information, the Communications Team provided website updates with links to community partners and community assistance, graphics to use on social platforms, print materials and video content.

Strategic Communications & Marketing Plan

The Communications Team incorporated the current Communications and Marketing Plan into a new outline that follows the Township's strategies and goals. The new Strategic Communications & Marketing Plan included a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of the current strategy and development of consistent branding objectives and messaging. A Social Media Audit was also conducted as part of the Strategic Communications & Marketing Plan to help refocus the Township's social marketing and

branding to reflect the Township goals. Staff is in the process of evaluating and modifying current processes to reflect the new Strategic Communications & Marketing Plan and will continue to do so into 2021.

Township Website Audit & Enhancements

The Communications Team worked with individual Township Department staff and representatives from the Township's website provider, Granicus, to conduct an audit of the content, accessibility and design of the current Meridian Township website, which was launched in 2017. Industry standard states a website should be reevaluated and revamped every 2-3 years. The Granicus ADA Compliance Specialist, Customer Success Team and Account Manager provided data and recommendations for enhancements to the Township website throughout 2020. Staff is utilizing this information to implement design and content revisions. These steps are in preparation for the website refresh project to take place in 2021.

Expand Branding Efforts

The Communications Team continues to work with the Department of Public Works as members of the Branded Sign Committee to design new monument signs to be installed within the community in 2021. This project is still in the early stages due to delays during the COVID-19 Pandemic. Throughout 2020, staff has been working with individuals on Township brand standards and training on a case-by-case basis. Township Branding Zoom Trainings will take place throughout 2021 to promote internal brand ambassadors and provide refresher brand training within the Township Departments. Revised branded templates and instructions will be provided to employees during the trainings. Expanding Township branding internally and externally is an ongoing project and will continue into 2021.

2020 Meridian Township Census Count

The U.S. Census Bureau concluded self-response and field data collection operations October 15th. As of October 27th, Meridian Township ended with a 76.6% self-response rate on the [2020 Census Self-Response Mapper](#). Out of the 76.6%, 70.4% of Township residents completed their Census survey online. As of October 2nd, the Non-Response Follow Up (NRFU) numbers for the Lansing Area Census Office, which includes Meridian Township, shows a completion rate of 95.2%. The combined final numbers for communities across the country will be released in Spring 2021 after tabulations have been completed. The Communications Team and the Meridian Township Census Complete Count Committee actively promoted Census information throughout 2020 across multimedia channels, including the Township website, social media platforms, NextDoor, Constant Contact digital newsletters and the HOMTV Government Access Channel. A total of 82 social media posts were sent between January 6th - October 15th. Facebook posts reached a total of 50,012 people. The Communications Department created a dedicated Census 2020 webpage on the Meridian Township website which received 745 page-views with 263 new visitors and 241 returning visitors. Staff and interns also engaged in the national "Chalk the Walk" social media campaign across the Township.

Digital Conversion into HOMTV Video Archive System

Due to staffing changes of the Multimedia Production & Operations Specialist position and the COVID-19 Pandemic, this project was put on hold for most of 2020. Staff is now gathering previous staff procedures for the Archive Project and evaluating what has been completed in order to develop a new timeline to move the project along. Before digitizing of tape formats can begin, staff is working on organizing the current file system within the EditShare media spaces and archive drives; making sure the tape conversion system is properly connected in the HOMTV Server Room. This project will continue into 2021.

Additional HOMTV Revenue Sources

Due to the COVID-19 Pandemic, plans for the Media Camp for Kids and the creation of a marketing plan for the Alumni Giving Program are both on hold until 2021.

Digital Analytics

The Communications Department oversees the content development and engagement of 2 websites and 24 different social media accounts across multiple platforms, including Facebook, Twitter, Instagram, LinkedIn, Flickr, YouTube and Nextdoor. The Township added the Nextdoor platform in June 2019. A social media audit began in 2020 and will continue into 2021 and include a Social Media Marketing Strategy for the Township and HOMTV.

Website Performance Summary

- **Meridian Township Website Traffic 2020** - The Meridian Township website saw 884,451 pageviews in 2020, which is an increase of 137,591 pageviews compared to 2019. There were 365,104 users in 2020, with 71.7% being new visitors and 28.3% being returning visitors.
- **HOMTV Website Traffic 2020** - HOMTV.net saw 79,916 pageviews in 2020, a slight decrease compared to the 2019 statistics of 80,457 pageviews. There were 31,950 users, with 67.4% being new visitors and 32.6% being returning visitors. Video On-Demand via Swagit on the HOMTV website had 10,941 page views in 2020. The average time spent on the page was 2 minutes and 46 seconds. HOMTV's website livestream via Swagit. Of the total 10,941 pageviews, 380 of them were directly related to Meridian Live Township meeting coverage.

Social Media Performance Summary

- **Facebook** – The Communications Team manages nine Facebook pages for the Township with direct responsibility over Meridian Township, HOMTV and CAMTV pages, and indirect responsibility for the other six, which consist of the Fire Department, Parks & Recreation, Farmers' Market, Harris Nature Center, Meridian Cares and Green Meridian pages. Meridian Township's Total Facebook likes year-end 2020 equaled 6,377 with an increase of 420 likes compared to year-end 2019. Total Facebook reach YTD is 268,959. HOMTV's Total Facebook likes year-end 2020 equaled 2034 with an increase of 118 likes compared to year-end 2019.
- **Twitter** – The Communications Team manages only two Twitter accounts: one for the Township and one for HOMTV. Meridian Township's Total Twitter followers year-end 2020 equaled 3,117. Total Twitter impressions year-end equaled 382.6K. HOMTV's Total Twitter followers for year-end 2020 equaled 1,775. Total Twitter impressions year-end 2020 equaled 936k with 5,440 profile visits year-end 2020.
- **Instagram** – The Communications Team manages two Instagram accounts: one for the Township and one for HOMTV and assists with the Harris Nature Center's account, which was started at the beginning of 2020. Meridian Township's Total Instagram followers year-end 2020 equaled 1646. HOMTV's Total Instagram followers year-end 2020 equaled 399.
- **LinkedIn** – The Communications Team manages a LinkedIn account for Meridian Township and HOMTV. Meridian Township's Total LinkedIn followers year-end 2020 equaled 514, an increase of 64 new followers compared to January 2020. HOMTV's Total LinkedIn followers year-end 2020 equaled 1193, a decrease of 23 new followers compared to January 2020.

- **NextDoor** – NextDoor is a communications platform that allows neighborhoods to connect and have conversations. The platform allows the Township to post messages to specific neighborhoods and then verified residents will automatically receive the updates. Total members from the community year-end 2020 equaled 9870 out of 22,355 households in the Township. An increase of 688 residents that have joined Nextdoor since January 2020.
- **YouTube** – Staff manages two YouTube channels: one for HOMTV and one for the Township. HOMTV’s total video views for year-end 2020 equaled 37,769. Total subscribers year-end 2020 equaled 384, which is an increase of 155 compared to year-end 2019. Due to the increased virtual offerings by multiple Township Departments, the Meridian Township YouTube Channel has been reactivated. Total video views for year-end 2020 equaled 9,100. Total subscribers year-end 2020 equaled 94, which is an increase of 27 compared to year-end 2019 and reactivating the channel.
- **Constant Contact** – The Communications Team sends out a weekly e-Newsletter using Constant Contact. Even while working remotely, the team has been able to send this weekly e-Newsletter. The Meridian Happenings open rate averages 42% YTD. The industry average is 24.1%. The Meridian Happenings open rate has fluctuated this year due to the COVID-19 pandemic. Many of the contacts are work emails, so when contacts are not at work to receive and open, the open rate drops. We saw a higher open rate between June – December as contacts started returning to work or working remotely.

HOMTV Programming

HOMTV continued its tradition of excellence with award-winning election programming throughout 2020 including programming for the March Presidential Primary Election, August Primary Election and November General Election. Your Choice 2020 was a series of programs designed to help educate the public on candidates running for office and ballot proposals. Due to the COVID-19 Pandemic and construction occurring in HOMTV’s Studio and Control Room, this year’s election coverage was mostly conducted virtually utilizing the Zoom Video Communications Platform. HOMTV aired a total of 61 regular programs, 57 live Township meetings (many held virtually via Zoom) and over 200 stories, social media videos and promos in 2020. HOMTV provided live event coverage of the Township’s press conferences, Virtual Community Forum on Policing, Marketplace on the Green Virtual Ribbon Cutting Ceremony and the Elected Officials Virtual Swearing-In Ceremony. A Special Feature Program called “Dear Santa” was produced to encourage community engagement and connect kids with Santa who were unable to see Santa in person due to the COVID-19 Pandemic.

CAMTV Programming

CAMTV currently has a total of 7 programs and 6 active producers who are constantly creating content to air on CAMTV. Additional marketing efforts will take place at the start of 2021 to add more producers and create digital marketing for the channel. The Communications Team is also working to replace equipment to help the channel run more efficiently.

HOMTV Internship Program

Twenty-three (23) interns participated in HOMTV’s multimedia television internship program in 2020. The interns contributed approximately 5,000 hours producing approximately 160 online articles and more than 200 videos. Due to the COVID-19 Pandemic, much of the internship program had to be completed virtually. However, the interns were still able to get some hands-on experience and training in person in the HOMTV facilities. This included crewing and anchoring multiple Meridian News Now shows, two full election night shows,

candidate interviews and other programming.

Awards

The Alliance for Community Media (ACM) recognized HOMTV as a 1st place national award winner in the 2020 Hometown Media Awards Competition. For three years in a row, HOMTV has received the “Overall Excellence in Governmental Access” award from ACM in the \$650,000 - \$1,000,000 budget-based division. The Overall Excellence awards recognize access organizations for their overall operational activities and programming efforts. The ACM Central States Region, which includes Michigan, Indiana, Ohio and Kentucky, recognized HOMTV as an award winner in the 2020 Philo Media Award Competition. In the “Underserved Voices” category, HOMTV received a First Place Award in the Professional Division for the A Chance to Dance Special Feature highlighting a young dancer and Okemos High School student’s journey of creating the A Chance to Dance Program offering free social dance classes to students with disabilities. HOMTV also received a Finalist Award in the “Children’s Programming” category for the HOMTV Summer Media Camp for Kids Special Feature. Under the supervision of HOMTV Staff and Interns, the 19 campers who participated in the 2019 HOMTV Media Camp produced the special feature program.

CABLE COMMUNICATIONS COMMISSION

Tunga Kiyak, Chair
Walter Benenson, Vice Chair
Leslie Charles, Commissioner
Mike Nevells, Commissioner
Brian Seipel, Commissioner
Deborah Guthrie, Alternate Commissioner
Rita Adhi, Alternate Commissioner

TEAM MEMBERS

Brandie Yates, Communications Manager
Andrea Smiley, Marketing & Public Relations Specialist
Samantha Diehl, Multimedia Production & Operations Specialist (Hired, March 2020)
Ben Makulski, Multimedia Production & Operations Specialist (Resigned, February 2020)
Lynn Meikle, Freelance Media/Print Publications/Graphics (Resigned, April 2020)

COMMUNITY PLANNING AND DEVELOPMENT



During 2020, the Department of Community Planning and Development continued to provide quality service to the community related to permit applications, zoning updates, building inspections, code enforcement, and rental housing. In addition to working closely with Township residents, business owners and leaders on a day-to-day basis, staff provided ongoing services to various Boards, Commissions, and Committees, including the following:

- ✓ Township Board
- ✓ Planning Commission
- ✓ Zoning Board of Appeals
- ✓ Building Board of Appeals
- ✓ Transportation Commission
- ✓ Brownfield Redevelopment Authority

2020 DEPARTMENT GOALS AND ACTION PLAN

Serve as an active partner in redeveloping the Village of Okemos and Downtown Haslett.

Facilitated the renewal of \$1M EGLE Brownfield Redevelopment Loan and \$1.3M Brownfield Grant to fund site preparation activities. An application to amend the MUPUD project approval is expected soon that will add an expected 82 units to the project and reduce commercial space by approximately 27,000 square feet.

Enhance Township diversity and inclusion initiatives that promote equal opportunity in workforce recruitment, employee retention, flexible work environment, and housing opportunities.

The Department, when hiring new employees, has sought individuals with the ability to interact effectively with people of different cultures and to be respectful and responsive to the diverse population of the Township.

Complete Form Based Code for the western portion of Grand River Avenue.

The Planning Commission has discussed adoption of a form-based code ordinance for an area on Grand River Avenue near the East Lansing border. A draft ordinance has been discussed, but still needs additional work.

Complete a plan for the review and update of the Master Plan in 2020.

The most recent Master Plan was adopted in 2017. State law requires a municipality review the Master Plan every five years, which is due in 2022. Staff would like to start the update by reviewing the Future Land Use Map in the Master Plan, but has not yet begun that work.

Revise the sign ordinance so it is content neutral.

Several provisions of the Township's sign ordinance are at odds with recent court cases prohibiting the regulation of signs based on their content. A wholesale review of the sign ordinance is needed, which has not yet begun.

Update and amend the Mixed Use Planned Unit Development ordinance.

The Planning Commission has identified several desired changes to the MUPUD ordinance and in September appointed a sub-committee to review the ordinance and produce a draft incorporating revisions. The sub-committee provided a report at the December 14, 2020 Planning Commission meeting.

Finish updating all applications used by the Department.

All applications have been reviewed and updated. The applications will continue to be revised, as needed, with changes in codes.

Continue to discuss the need for a separate ordinance to address short term rentals.

All residential rental properties whether long term or short term are required to be registered. The same standards and requirements are applied to both types of rentals. Because of the impacts short term rentals can bring to residential neighborhoods, the Board may still want to consider an ordinance to address short term rentals.

Continue the discussion with the City of Mason to provide increased building services and determine the cost for the Township to provide the additional services.

Discussion with the City of Mason regarding providing increase building services has continued through 2020 and may continue in 2021. Based on the current contract, the Township is providing the necessary services to the City. To provide the type of services the city would like the fee would need to be increased and the hiring of an additional inspector may be necessary. The Township does not want to be in a position that would reduce the services provided to residents, contractors and builders in the Township.

Provide Rental Housing Inspectors with tablets and create an interactive inspection checklist to streamline inspection reporting.

With Covid-19 and the turnover of personnel in IT, tablets were not provided to Rental Housing Inspectors. The checklist used for rental inspections has been updated and can be loaded on to a tablet when provided.

Evaluate checklists and guides for residential and commercial permit applications to streamline the processes and eliminate unnecessary confusion and questions.

The checklists and guides for residential and commercial permit applications have been revised and are posted on the Department webpage.

Work with the City of East Lansing to decrease the time for an applicant to wait for mechanical, electrical, and plumbing inspections.

Staff has worked with the staff at the City of East Lansing to improve the scheduling and inspections of mechanical, electrical and plumbing permits. In 2020, there has been a noticeable decrease in the number of delays.

2020 COMMISSION AND BOARD MEMBERS

(* indicates former member)

PLANNING COMMISSION

Scott Hendrickson, Chair
Peter Trezise, Vice-Chair
Jerry Richards, Secretary
David Premoe
Holly Cordill

Alisande Shrewsbury
Bill McConnell
Mark Blumer
Christina Snyder
Amber Clark*
Ken Lane*

- Ten special use permit requests were processed including four medical marijuana provisioning centers, Pine Village, 1673 Haslett Road, and Andev Senior Living Community on Hannah Blvd
- Recommendation on two rezoning's, the thirty acres east of Central Park Drive and 1259 Grand River Avenue were provided
- Public Hearings and Recommendations were made on the Commercial Planned Unit Development for the Bank at Meridian Mall, the Planned Unit Development for Silverleaf on Bennett Road, and the Mixed Use Planned Unit Development for Pine Village , 1673 Haslett Road
- A Zoning Amendment was recommended to allow single family detached housing as part of a multiple family development
- Devoted regular meetings and work sessions to discuss Form Base Code and amendments to the Mixed Use Planned Unit Development ordinance

ZONING BOARD OF APPEALS

Alexia Mansour, Chair
Monique Field-Foster, Vice-Chair
Don Kulhanek
Scott Hendrickson
Courtney Wisinski

Rick Shafer (Alternate)*
Phil Deschaine*
Brian Beauchine*
Kenneth Lane*

- Reviewed and acted on nine variance requests
- Variances included three for wall signs, three for residential structure setbacks, one wetland setback, one parking lot setback, and one to allow an addition to a nonconforming commercial building

TRANSPORTATION COMMISSION

Steven Vagnozzi, Chair
Bob Lovell, Vice-Chair
Phil Deschaine
Jon Kolbasa

Karla Hudson
Tim Potter
Joshua Robertson
Chris Hackbarth*

- Meet with representatives from CATA and Ingham County Road Department
- Held a public hearing and made a recommendation to the Township Board on the Jolly Road conversion from four lanes to three lanes
- Met in a joint meeting with the Corridor Improvement Authority and prepared a letter to MDOT on needed improvements to Grand River Avenue
- Recommended the expansion of hours for Redi-Ride
- Reviewed the 2045 Metropolitan Transportation Plan and made a recommendation to Tri-County Regional Planning Commission

BROWNFIELD REDEVELOPMENT AUTHORITY

Jeff Theuer, Chair
James E. Jackson, Vice-Chair
Jade Sims
David Premoe

Joyce Van Coevering
Frank L. Walsh
John Matuszak
John Scott-Craig*

- Brownfield plans and reimbursement agreements were approved for Haslett Marathon, 1619 Haslett Road and Pine Village, 1673 Haslett Road
- Reimbursement agreements were approved for 2360 Jolly Road Brownfield plan and Elevation at Okemos Pointe Brownfield plan Phase 1

BUILDING BOARD OF APPEALS

Charles Wallin, Chair
Pete Potterpin, Vice-Chair
David Premoe

- The Building Board of Appeals met in June and unanimously decided to uphold the order of the Code Enforcement Officer to secure and/or demolish structures on the Walnut Hills Country Club property.

TEAM MEMBERS

(* indicates staff person left position in 2020)

Mark Kieselbach, Director of Community Planning and Development
Debbie Budzynski, Administrative Assistant II
DeKeea Quinney-Davis, Administrative Assistant I
Silva Brownlee, Administrative Assistant I*
Peter Menser, Principal Planner
Keith Chapman, Assistant Planner
Justin Quagliata, Assistant Planner*
Mackenzie Dean, Assistant Planner*
John Heckaman, Chief Building Inspector
Ron Rau, Building Inspector
John Martin, Building Inspector
Frank Christmas, Rental Housing Inspector
Kevin Reed, Rental Housing Inspector
Joe Wade, Senior Code Enforcement Officer

ECONOMIC DEVELOPMENT



Neighborhoods & Economic Development

The changes made in this Department in 2020 include a new Director and title. Amber Clark is the new Neighborhoods and Economic Development Director, and this position oversees engaging the business and residential sectors to efficiently build up our community. The economic development goals for this department focus on new business growth, retention, planning and implementation. We believe that by engaging with our residents, businesses, developers, and regional partners we will facilitate better developments that suit our community's diverse needs.

By engaging with our neighborhood associations, creating an organized association database, the information can be shared with interested parties. These include neighbors, residents, developers, township staff etc., wishing to reach out or engage. This database created will be like the business directory database this department is responsible for. There is potential to hold these databases on the Township's website to allow for these organizations to maintain accurate records.

The Neighborhoods & Economic Development Director utilizes the talents of the volunteer business focused Township Boards/Commissions established by the Township Board. The Downtown Development Authority, The Corridor Improvement Authority, and the Meridian Economic Development Corporation are comprised of business owners and township residents passionate about serving their community. In addition, this Department coordinates work with the Planning Commission and Brownfield Development Authority.

2020 DEPARTMENT GOALS AND ACTION PLAN

Marketplace on the Green

The Meridian Township Economic Development Corporation (EDC) was able to assist in the development and construction of the Marketplace on the Green our new pavilion for our growing Farmer's Market. The Meridian EDC contributed \$50,000 in a matching crowd sourcing grant to assist with funding the new pavilion. The expansion of the Farmer's Market was a necessary one due to its popularity, to provide a more efficient space that will act as a social and economic centerpiece of our community. Some vendors have hit record sales this year due to the improved communal space. The Meridian EDC is thrilled with the success of the Marketplace on the Green project.

COVID-19

The 2020 year challenged the Economic Development Department to adapt quickly and make recommendations that suit the further development of our community. The end of the first quarter in 2020 onset by the COVID-19 pandemic, launched the State of Michigan and the Nation into lockdown. The restrictions set in place were necessary to preserve life; and the consequences of the lockdown triggered a recession like market.

The Meridian Township Board elected to create a subcommittee comprised of two Township Board Trustees, The Meridian Economic Development Chair, The Downtown Development Authority Chair, The Township Manager and Economic Development Director. This Small Business Grant Relief Program Subcommittee (MTSBGRP) initiated a grant to small business owners in Meridian Township. The grant fund allocation was set at \$168,000 and awarded 42 Meridian Township businesses \$4,000 in assistance. In November 2020, one week before the largest shopping weekend in the country's annual calendar, additional spikes in new COVID-19 cases triggered another shut down. Restaurants, bars, hotels, events, hospitality, and entertainment businesses were severally negatively impacted by this second round of restrictions. The Meridian Township Board again elected to activate the MTSBGRP with a grant allocation of \$500,000. This grant assisted 105 Meridian Township businesses of all business sectors with most of the recipients being small local bars and restaurants for \$486,700 in funding. In total, the efficient implementation of funding assistance granted by the Township Board injected \$654,700 in direct financial support to our business community.

PICA Development

Pine Village/Hudson Senior Living project was approved for the Mixed Use Planned Unit Development (MUPUD) on June 2, 2020 by the Township Board. This 133-unit senior housing development will include commercial retail on the first floor and enhancements to the Haslett Village Square area. This development is a cornerstone piece bringing new opportunities for a traversable space at Haslett and Marsh roads. Discussions have already begun about future developments near adjacent to this site.

In July 2019, the Village of Okemos proposed development was approved for a five story MUPUD with commercial retail and office on the ground floor, and residential rental units on the remaining floors. COVID-19 threw in many delays due to shut down restrictions and financing options. Progress continued internally and the Village of Okemos LLC, worked to secure approval for reimbursement through the Meridian Redevelopment Fund for up to \$85,000. The year 2020 ended with demolition permits being issued to begin removing the six dilapidated properties to make way for the new residential gem in downtown Okemos.

Form Based Code- MUPUD Revisions

Working with the Planning Commission, this Department was requested to assist with revisions to the Mixed Used Planned Unit Development ordinance and the Form Based Code proposed ordinance. The Planning Commission has actively worked on Form Based Code for over two years to establish an efficient development process, specifically for development along Grand River. The enhanced cohesive look will define our community, while having an efficient development process. At this time, the Form Based Code continues to be revised. Mixed Use Planned Unit Development took on many great enhancements, focusing on defining amenities and requirements for amenities. Final approval of the changes to the ordinance will help the Planning Commission determine if proposed projects are meeting the community's expectations.

DOWNTOWN DEVELOPMENT AUTHORITY

Susan Fulk, Chair
Peter Campbell
Bill Cawood
Renee Korrey, Vice-Chair
Ronald J. Styka, Township Supervisor

James Spanos, Secretary/Treasurer
Will Randle
Scott Weaver
James Raynak
Thomas Stanko

ECONOMIC DEVELOPMENT CORPORATION

Jade Sims, Chair
Phil Deschaine, Township Treasurer, Ex-Officio
Kathy Sundland, Township Board Liaison
Frank L. Walsh, Township Manager
Shawn Dunham
Brenda Chapman

Dave Ledebuhr
Kim Thompson, Vice-Chair
Tom Conway
Adam Carlson
Joel Conn
Mikhail Murshak

CORRIDOR IMPROVEMENT AUTHORITY

Chris Nugent
Ron Styka, Township Supervisor
Barry Goetz
Jeff Ross, Chair
Eric Foster, Vice-Chair

Kellie Johnson
Bruce Peffers
Chris Rigterink
Brian Jones

TEAM MEMBERS

Amber Clark, Economic Development & Neighborhoods Director
Michelle Prinz, Executive Assistant

FIRE/EMS



Station 93 - Engine, Ladder, Ambulance, Rescue Water, Safety Trailer, District 1 Mass Casualty Trailer, "Jaws of Life"



Station 91-ALS Engine, Ambulance, Command Vehicle, Reserve Ambulance, Ambulance Engine Carries "Jaws of Life", Rescue (confined space, water rescue)



Station 92-Engine, Ambulance, Boat, "Jaws of Life"

Serving our community with Pride, Integrity and Professionalism since 1929.

It is my pleasure to share with Meridian Township residents the Fire Department 2020 Annual Report. This year has been especially challenging for our department, as we, like many others, were heavily impacted by the COVID-19 pandemic. The content of this report is designed to provide insight into how our efforts continue to focus on providing the highest level of customer-centered service delivery while also maintaining accountability and fiscal responsibility.

Despite facing enormous challenges, and cases of COVID-19 in the community, we continued to serve the Township 24/7/365, staffed with our 32 professional full-time paramedic/firefighters. Additionally, our administrative staff worked hard to maintain our daily operations supporting a safe response.

The advent of the COVID-19 pandemic brought with it the need to adapt procedures to reduce the risk of transmission, as well as additional incident management duties to assist in the state's pandemic response. In February, we started working on new policies and response strategies, and as the country closed down in March, we moved forward implementing new policies, response guidelines and engineering controls to protect our staff and citizens. New personal protective equipment was purchased for the protection of each firefighter from exposure to COVID-19. As of the writing of this document, the Meridian Township Fire Department has only had one employee test positive for COVID-19.

We estimate that the COVID-19 pandemic has reduced our call volume by 10%; however, we still responded to 4906 emergencies in 2020. As we continue into 2021, our COVID-19 response plans remain in effect. This assures daily protection of our firefighters and administrative staff.

The COVID-19 pandemic has been a centennial event. Meridian Township Fire, in conjunction with our Township departments and partners, continues to serve our community during this time. It has been 100 years since a similar event, and there has been no road map to follow. During the early phases of this incident, we were presented with more questions than answers. We all continue to be concerned about our families, friends, community and general health. However, thanks to the dedication and patience of our team, our leadership and our community, we are moving in a positive direction. The community is shifting from a response to a recovery phase, but there is a lengthy road ahead. While we will see more challenges, Meridian Township Fire remains committed to sustaining the services our communities need.

OUR MISSION

Our mission is to provide efficient, dependable and professional services to the citizens of Meridian Township. *Our values* are to educate and provide caring, compassionate service with excellence and dignity. *Our vision* is to exceed the expectations of the community by proactively responding to the established priorities and needs.

The Meridian Township Fire Department is a full-service organization providing fire, rescue and emergency medical services to a community of 43,318 citizens across 36 square miles. Three stations are strategically located to provide timely responses to residents and visitors alike. Three dual-paramedic staffed advanced life support ambulances deliver emergency medical care at the highest pre-hospital level. The department also provides fire prevention, code enforcement, plan review and fire safety related programming. The department is an active member of the Metro- Lansing Technical Rescue and Hazardous Materials Teams. These teams respond to high-risk, low- frequency incidents involving confined spaces, trenches, bodies of water, high/low angle rescues, chemical/gas releases and structural collapses. Each department member is committed to serving the community with excellence through the delivery of outstanding customer service.

In 2020, the Meridian Township Fire Department continued to be a leader in the state through our many accomplishments. Over the past 10 years (with the exception of 2020 due to COVID-19), the Fire Department has seen an overall increase in call volume. This increase correlates with population growth, Medicare and Medicaid changes, the Affordable Care Act, a decreasing number of primary care physicians, an aging population, availability of mental health services, the opioid epidemic and access to preventative care.

The U.S. Census estimated Meridian Township at 43,318 residents in 2018. Since the 2010 Census, the Township's population has grown by approximately 9.2%. This growth has been a direct result of decreased populations of cities and increased populations of townships. In 2020, Meridian Township was named one of the best places to live in Michigan. Over the past few years, there have been many proposed and approved projects for single family homes, retirement homes and assisted living facilities adding to the significant expected population increases as we continue to attract new residents and businesses. Population growth will increase demands on the Fire Department, requiring us to evaluate staffing and equipment needs to support emergency response.

Fire Prevention

The primary goal of the Fire Inspector office is reducing life and property loss. These services are presented to the public through code enforcement, life safety inspections, educational classes, youth fire-setter intervention, fire cause investigation, issuance of operational permits, corrections of fire code violations in buildings and plans review and inspection of new construction.

Fire Prevention completed 57 plan reviews of construction projects, 154 fire inspections, 40 fire alarm inspections, 57 fire sprinkler inspections and 6 commercial hood inspections. Sixteen fire investigations were completed, including three as part of mutual aid with neighboring municipalities. In 2020, we continued to build our fire inspection software. This software will keep track of all inspection documentation and serve as data storage. Our firefighters do company-level pre-incident plans that include inspections, and this software will help streamline the process utilizing iPads and an online computerized data point that can be used during emergencies.

Training

The Training Division has many charges. Foremost among these is the continual facilitation of the ongoing training needs of the second busiest fire department in Ingham County. Our firefighters are

dually trained in emergency medicine and firefighting. All employees are state licensed paramedics and subject to strict training requirements outlined by the State of Michigan. All firefighters are held to state-mandated standards in highly technical areas, each with their associated training requirements. Some areas of training include firefighting tactics and strategy, emergency driving, hazardous materials, ice and water rescue, extrication, confined space operations and medical care for the sick and injured.

In 2020, our overall training hours decreased due to the COVID-19 pandemic; however we recorded 480 hours of COVID-related training for policies, procedures, personal protective equipment and decontamination. Additionally, firefighters completed 1286 hours of annual continuing education for EMS and safety training. Our operations require daily training at the company level, hazardous material training, officer training and continual new recruit training which accounted for 2348 hours total.

Fire Suppression

All frontline fire suppression and emergency medical services (EMS) apparatus in the Suppression Division are Paramedic units. Every day, 24/7, the fire apparatus are staffed with officers and firefighters. All fire personnel assigned are licensed at the Paramedic level. This ensures that every medical call has at least two Paramedics with Advanced Life Support training and equipment arriving on scene at the earliest possible moment.

2020 demonstrated once again that Meridian Township Fire did much more than respond to emergency medical calls and residential structure fires. MTFD is an all-hazards department that also responds to significant motor vehicle accidents, a variety of rescues and fires that present unusual hazards for the community. While responding to emergencies is the priority of the Operations Division, personnel also spend their time completing required training classes, conducting station tours for the public and maintaining the stations, apparatus and equipment. In 2020, this was all completed with the added challenge of keeping the community and crews safe while in the midst of a worldwide pandemic.

Firefighter/paramedics responded to 57 cardiac arrests in 2020. Meridian Township Fire Department firefighter/paramedics recorded 13 “Return of Spontaneous Circulation” (ROSC) 21% of all cardiac arrest compared to the national survival rate for cardiac arrest of 4 to 16%.

Below is a table showing total fire and EMS incidents over a ten-year period from 2011-2020 (Fig. 1). Figures 2 and 3 show the number of fire (Fig. 2) and medical (Fig. 3) calls Meridian Township Fire Department responded to in 2020 categorized by dispatch type. The final chart compares total EMS calls by month in 2019 and 2020 (Fig. 4).

10 Year Incident Count-Fig 1			
Year	Fire Incidents	EMS Incidents	Total Incidents
2011	532	3,711	4,243
2012	600	3,847	4,447
2013	737	3,619	4,356
2014	714	3,683	4,397
2015	623	3,884	4,507

2016	925	4,028	4,953
2017	1,181	3,988	5,169
2018	991	4,226	5,217
2019	1217	4,220	5,437
2020	875	4031	4906

Confirmed Fire Responses Dispatch Type-Fig 2	
MUTFIRE - Mutual Aid Fire	5
HAMIN - Hazmat	2
FBURN - Illegal burns	53
FSTRUC - Residential Structure fire	82
FMAJOR - Commercial Building fire	2
FSTILL - Smoke Investigation	58
FALARMS - Fire Alarms	311
FBRUCH - Brush Fire	13
CAR/ Dumpster fire	124
UTILF - Utility Poll fire / wires down	52
Stuck in elevator	6
PROGRAM - Community education	167
Total Fire Calls 2020	875

Medical Responses Dispatch Type-Fig 3	
MED - Start EMD	1287
MEDIC - Medical response	297
MEDICA - Alpha response	635
MEDICB - Bravo response	198
MEDICC - Charlie response	569
MEDICD - Delta response	504
MEDICE - Echo response	50
MDIC - Medical response	297
PIACCF - Injury Accident	73
CITAST - Fallen and can't get up	318
DROWN - Lake or river	3
PINNIN vehicle accident	8
UNKACCF - Unknown Injury accident	34
MUTAMB - Mutual Aid medical	45
SHOOTF - Med/Fire response	1
Total EMS Calls 2020	4,031

EMS Calls by Month	2019	2020- Fig 4
January	372	385
February	286	351
March	356	329
April	336	234
May	332	270
June	313	281
July	308	312
August	338	326
September	333	336
October	343	343
November	301	348
December	359	331

2020 DEPARTMENT GOALS AND ACTION PLAN

Outdoor Warning Sirens

Our commitment to protect the residents of Meridian Township from severe weather and other emergencies continued in 2020 with the addition of a new outdoor warning siren installed at Marshall Park on Bliss Street. Our project has installed nine sirens, and six remaining sirens will be installed by the completion date of 2026.

Fire Department Safety Equipment

In 2018, we committed to be fiscally responsible in managing our budget while evaluating the operation of the Fire Department. It was determined that we had an aging equipment inventory, prompting an annual five-year replacement schedule that would eliminate large lump sum purchasing.

As Meridian Township Fire Department's five-year plan is updated annually, it includes replacement schedules supporting NFPA 1971 and MIOSHA Part 74 for Personal Protective Equipment such as structural firefighting clothing, saws, hose, SCBA, tools and more, as well as NFPA 1901 vehicle replacement schedules for ambulances, engines, ladder truck and command vehicles.

In 2020, the Department was able to meet equipment needs by purchasing structural firefighting gear, hose, tools, apparatus (SCBA) cylinders, rope equipment and COVID-19 personal protective equipment.

Ladder Truck

In 2020, our Ladder Truck Committee spent many hours working on specifications for a ladder truck that would fit the needs of Meridian Township. After many delays due to COVID-19, we were able to pick E-ONE to build our new 78' Rear Mount Aerial Ladder. E-ONE will take approximately 14 months to build the ladder with an expected delivery date between December 2021 and February 2022.

Department Policies

In 2018, we committed to look at and annually update all Standard Operational Guides and Standard Operational Procedures that are obsolete or outdated. In 2020, we rewrote seven operational policies and four COVID-19 pandemic response policies.

- Vehicle Use
- Fire Investigation Response
- Emergency Response Guidelines
- Performance Improvement Plan

- Emergency Traffic
- Mayday
- Opticom Traffic Light Preemptive System
- Coronavirus Employee Screening
- Coronavirus Emergency
- Transform Anti-Microbial Disinfectant Use/Application (COVID-19)
- Transform Anti-Microbial Disinfectant Use/Application #2

Township of Meridian Support Emergency Operations Plan

In January 2020, the Meridian Township Board approved the updated Meridian Township Emergency Operations Support Plan as required by the Michigan Emergency Management Act 390 of 1976. This document will be updated annually or as needed and a copy given to the Ingham County Officer of Emergency Management who supports Meridian Township during emergencies.

In our plan, we recognize that a Damage Assessment Team should be developed to support required documentation for cost recovery from Michigan or FEMA if a declaration is indicated. As part of the team, we will train first responders in damage assessment (Windshield Survey) supporting early stages of an emergency to survey critical infrastructure in the Township. The training program, procedures and documents developed in 2020 will be presented to the Township Manager in the first quarter of 2021.

Lastly, the plan recommends that the Township develop and institute a Continuity of Operation Plan (COOP). This plan will outline each Township department’s roles and responsibilities during emergencies. COOP document drafts developed in 2020 include:

- Meridian COOP Basic Plan
- Meridian COOP Functional Annex
- Meridian COOP Support Plan

These draft plans will be submitted to the Township Manager for review in the first quarter of 2021.

Recruiting

In 2020, we had four vacancies within the Fire Department and could only fill two. This is due in part to a shortage of paramedics in the state. We looked at different ways to recruit including sponsorship to Fire and EMS training. In 2020, we recruited two part-time employees and sponsored each to a Fire Fighter I & II training academy. After completion, both were hired full time. In December, we sponsored a third part-time employee with a completion date of April 2021. We have also looked at future recruiting including sponsoring an individual through EMT and Paramedic training.

A Note from Fire Chief Michael Hamel

I would like to thank all of our citizens for the amazing support during the COVID-19 pandemic. The donations of masks, food and good cheer were a welcome reminder of the support you all give us at the Meridian Township Fire Department.

The men and women are highly trained and professional individuals that place their lives on the line every day to keep the Township citizens safe from daily emergencies and disasters. I will continue to work closely with our community to identify risk and mitigate potential hazards that influence life and property while tasking our firefighters to rise and meet new challenges.

MTFD TEAM

FIRE CHIEF

Michael Hamel

ADMINISTRATION

Bill Priese, Training/EMS Chief

Tavis Millerov, Fire Inspector

Christine Cassidy, Admin Asst. II

BATTALION CHIEFS

Mark Vroman

Ken Phinney

CAPTAINS

Bill Richardson

Ryan Campbell **

Rudy Gonzales **

LIEUTENANTS

Paul Cullimore

Jason Hillard **

Jason Everest

Chris Johnson **

Jeff Rommeck

TJ Booms **

Al Diaz

FIREFIGHTERS

Brian Pennell

Corey Pant

Eddie Dennis

Amanda Arnett

Erik Sellen

Chuck Malesko

John McDermott

Nate Lafayette

Bob Caretti

Tony Kozlowski

Sam Weber

Don Carr

RJ Lewis

Tyler McNalley

Dustin Farhat

Angela Kohls *

Dan Ackles

Steven Garelik *

***Firefighter Vacancy

***Firefighter Vacancy

Retirements

Matt Walters

Derek Burcham

Resignations

Justin Adair

Promotions

Lt. Ryan Campbell

Lt. Rudy Gonzales

FF. Jason Hillard

FF. Chris Johnson

FF. TJ Booms

Kristen Cole (Moved to IT department for Township)

PART-TIME FIREFIGHTERS

Kristy Virgin

Hired in 2020 ** Promoted in 2020 * Vacancy*

HUMAN RESOURCES



The Human Resources Department is responsible for multiple employment related matters including labor relations and contract negotiations, staffing, diversity and inclusion initiatives, payroll, personnel record keeping, benefits administration, pension administration, risk management, legal compliance, personnel policy manual administration and skill-based training programs.

2020 DEPARTMENT GOALS AND ACTION PLAN

Labor Relations

The Township successfully negotiated 3-year contracts (2020-2022) with four units: Department of Public Works, Administrative Professional Employees, Professional Non-Supervisory Employees and Professional Supervisory Association and 5-year contracts (2020-2024) with three units: Police Command (CCLP), Police Patrol (POAM) and Fire (MTFFA).

COVID-19

Since March of 2020, the Township has diligently worked to provide service to residents and continue operations to the extent permitted in the midst of the global pandemic brought on by the Coronavirus. The Township implemented a *Safe Work from Home Program* for employees whose work could, at least in part, be completed at home during pandemic. Serving in its capacity as COVID-19 Workplace Coordinator, HR remained connected with leadership and employees, including first responders, to ensure all are following protocol, taking necessary steps and precautions to remain safe at work.

Personnel Policy Manual

The Non-Discrimination and Fair Employment Practices Policy which was approved by the Board on January 19, 2021 shall be incorporated into the Township's Personnel Policy Manual. The Township is working with the current software provider to update the online application form as described in the newly adopted policy. The Personnel Policy Manual will be reviewed and updated as necessary, and to align with the Union contracts that were successfully negotiated in 2020.

Diversity, Equity, and Inclusion Initiatives

A Task Force consisting of [3] Board Trustees [3] Township Leaders, including the HR Director, has been designated to promote and support a diverse, equitable, and inclusive workforce through training, evaluation, and action. Several (virtual) work group meetings and surveys have taken place since last quarter 2020 and will continue through 2021, including regular reporting to the Board to provide

updates on Township action and results.

Healthcare Benefits

The self-insured Blue Care Network (BCN) product continued to save money for the Township even with rising healthcare costs. The Township calculations continued to remain under the PA 152 Hard Cap allowing for no employee premium cost sharing for BCN insurance. Calculations under the hard cap provided an opportunity for a Health Savings Account (HSA) deposit for those employees with BCN coverage. There is a nominal employee premium cost sharing for the alternative option for Blue Cross Blue Shield Michigan (BCBSM) insurance. The expected costs for active employees is running 4.9% below a fully insured product and expected costs for the whole group (including retirees) is running 3% below a fully insured product. The HR Team, along with Gallagher Healthcare Benefits Consultants, closely monitored actual expenses versus maximum expected costs throughout the benefit year and will continue to do so in 2021 to ensure maximum cost effectiveness.

Loss Prevention

Monthly Safety Committee meetings and resulting communication continues to promote awareness and yield positive results across Township departments. Detailed incident reports with direct follow-up investigations continue to reduce repeat injuries. For employees with lost work time, mandated specific re-training is conducted upon return to work. All township vehicles are now equipped with COVID-19 prevention-related supplies, as well as first aid safety kits in case of an emergency. We look forward to resuming First Aid/CPR/AED employee training and certification covering every building in the Township through instruction provided by EMS/Training Chief Priese upon approval to resume in-person training per pandemic response guidelines.

Workplace Ergonomics

Employee workstation assessments resulted in recommendations for sit-to-stand workstations and ergonomic chairs. Implementation was completed for employees in 2020 and will continue as needed for new hires into the future.

TEAM MEMBERS

Abigail Tithof, Human Resources Director
Carol Hasse, Human Resources Specialist/Payroll
Michelle Prinz, Executive Assistant

INFORMATION TECHNOLOGY



METHODOLOGY FOR OPERATIONAL IMPERATIVES

1. Highest priority is given to core infrastructure stability and keeping existing services and resources operating at optimum performance and availability.
2. Resolution of emergent end-user issues related to technology is an important function that all Department personnel spend a significant time addressing.
3. Training initiatives are utilized in cases where staff resources are recognized to be deficient in the use of available technology or additional expertise would increase employee productivity.
4. Remaining resources are committed to replacing technology that is still functioning, but aging, and at end of useful life.

2020 DEPARTMENT GOALS AND ACTION PLAN

Obviously, in addition to supporting the Board established Goals, the year brought many unexpected challenges in comparison to previous years. This presented many opportunities to re-evaluate work processes and find solutions that met emergent needs. This, in turn helped to streamline operations. From a staffing perspective, the Department also experienced major changes and opportunity for improvement. Foremost, was the departure of the Assistant Director in July. With the assistance of the Township Manager's Office & Human Resources Director, it was decided to split the Assistant Director position back into two lesser positions to help manage the Department workload. To mitigate the loss of technical expertise the Department plans to augment full time staff with additional third party technical services on an as needed basis. The process officially started with the hiring of two network technicians in October. While these less experienced employees have many training needs, the extra hours of activity a week has proven invaluable. As of the end of the year, various outside support services are in the process of being established.

Installation of Mobile Workstations for Police Command Staff

The technology team replaced traditional mini-tower workstations with docking workstations for key police positions. This project included extension of the existing FIPS 140-2 standard encryption required for some of the connections used on these devices.

Election Laptop Support

In order to assist the Clerk's Office with emergent requests made by the State of Michigan & Ingham County, IT staff updated 26 election laptops to Windows 10. This is a stopgap measure until there is a formal plan for replacement of all of these devices.

Deploy Hardware to Support Tele-Medicine

In response to COVID-19, the IT Department worked with the Fire Department to purchase rugged smartphones to allow doctors to confer with patients prior to transport. This allowed the emergency response system to minimize the number of people being concentrated in local hospital emergency rooms & receiving centers.

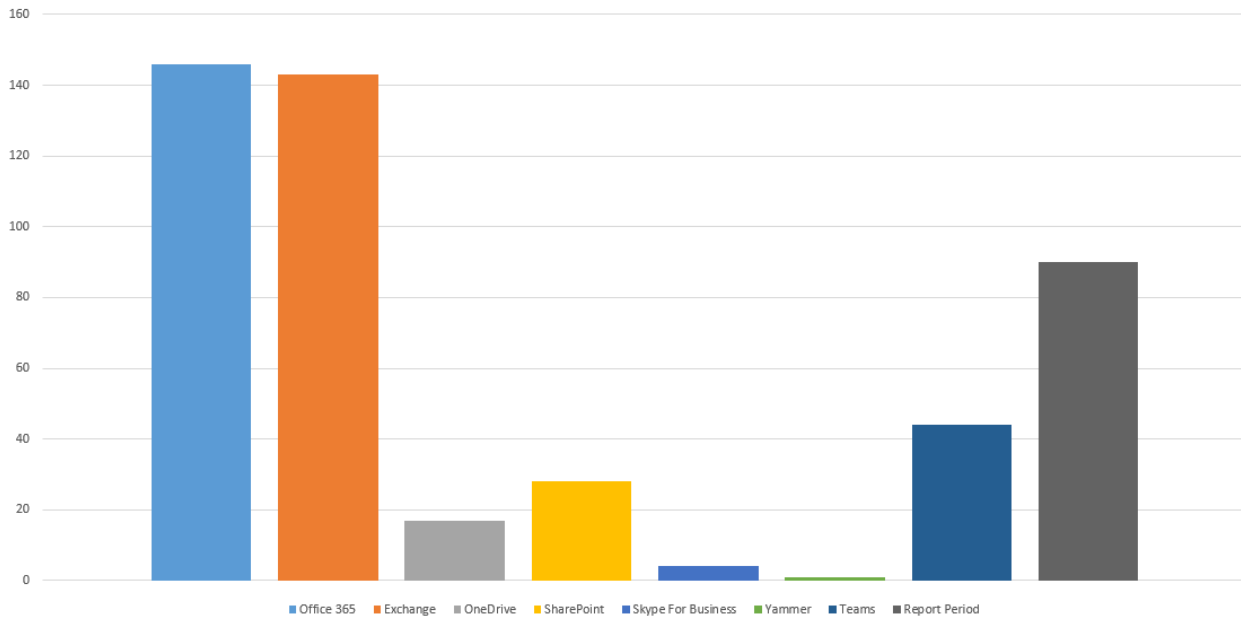
Consolidation and Replacement of Cellular Equipment

IT staff worked with end-user departments to replace all legacy Verizon 3g devices with newer hardware that supports the 5g systems that rolled out throughout the last half of 2020. This process culminated with a consolidation and elimination of many lines of service at the end of the year.

Expand Software Assets to Support Virtual Operations

In response to changes in the Township work environment, IT staff worked with end user Departments to roll out many new applications to support new virtual operations. Zoom was a particularly important tool used to conduct hundreds of public meetings throughout the year. Office 365 licenses were modified to include remote applications such as Teams, Word, Excel, Powerpoint, Sharepoint and others. The changes made these applications available for all full-time Township employees with emails both inside and outside the office. Many other existing software licenses were expanded to accommodate a separated work force where not everyone reports to the office every day.

Office 365 Usage 4q 2020



IT staff will focus on training to increase use of Teams, OneDrive, & SharePoint throughout 2021.

Enhanced Remote Services to Support an 'Office in a box' for Outdoor Service Points

IT staff built Virtual Private Network Kits that allow workers to go virtually anywhere with Verizon service. With a single power plug, employees are able to work on the Township network & telephone system as if they were in the building. The team installed these in the outdoor service sheds that were set up to help minimize the number of customers who needed to set foot inside the building. After the outdoor service centers closed for the winter, staff reallocated these set-ups for end user's work-from-home solutions.

Established Heat-Shelter Work Locations

During the seven month HVAC renovation at the Township Hall, IT staff set up temporary computers &

phones at other Township facilities to allow workers to escape the high temperatures of the unconditioned building.

Established Procedures to Protect Technology Assets

During the Township Hall HVAC renovations, special equipment & schedules were implemented to protect critical IT infrastructure. Between the months of May & September, special checks of sensitive areas were made every 12-18 hours, seven days a week.

Remote Work Access for Employees and Partners

As a first phase of our work-from-home program, IT staff established remote work accounts for over 70 employees & partners to make sure that they can obtain access to access to required resources from any connected web browser. This allowed for a significant reduction in the number of employees in various work areas.

Purchase of Mobile Devices for Desktop Replacement and Work from Home Devices

In response to COVID-19 new IT staff members purchased over 50 new laptops which are being deployed in various capacities to make it easier for in-field & remote work without relying on end-users personal hardware.

Negotiate Contract for Helpdesk and Network Engineering Service

As part of the restructuring of the Department, IT has established a contract with Logicalis for helpdesk services. A multi-national company with a long established local presence, Logicalis will be working with IT staff to roll out the service in the first half of 2021.

Routine Items

The Department serviced over 490 requests for service throughout the year, and managed a network with over 1,000 nodes, including security and backup services.

TEAM MEMBERS

Stephen Gebes, Director of Information Technology
Troy Kaminga, Assistant Director of Information Technology (Through July10, 2020)
Kristen Cole, Network Technician (Started October 8, 2020)
Kamic Jok, Network Technician (Started October 8, 2020)

PARKS AND RECREATION



2020: A Year of Renewed Appreciation of our Parks and Open Spaces

The Covid-19 pandemic brought us stay-at-home orders and social distancing. Simple things like a walk in the park has proven to be more important than ever. Many of our residents gained a renewed appreciation and recognition of parks as critical suburban infrastructure. Parks and recreation staff saw record numbers of park visitors and volunteers. Staff swiftly adapted and mobilized to keep our green spaces open and to safely support physical, emotional, and mental health. As a group, we strive to cultivate a sense of place, meaning, and ownership for Meridian Township residents.

The year 2020 was our busiest park construction year to date with total construction costs of over \$3 million dollars. The park improvements made in 2020 mean that 2021 will be filled with many more exciting opportunities for our residents to get outside!

2020 DEPARTMENT GOALS AND ACTION PLAN

Marketplace on the Green

The ribbon was officially cut for this facility in October consisting of a large pavilion; restroom; office space; music stage; playground; outdoor musical instruments; patio area with seating; rain gardens; and open green space. The market also features electricity for each vendor and an area with a bike fix-it station, memorial plaque, and seating that was funded by donations received in memory of former Trustee John Veenstra. Marketplace on the Green received an MParks Design Award that will be awarded virtually in February, 2021.

Central Park Grant Projects: Central Meridian Regional Trail Connector and Gateway Walkway and Restroom in Historical Village

This is an example of leveraging local Park Millage funds as grants were received from the Michigan Natural Resources Trust fund and the Land and Water Conservation Fund for these two projects. Construction began on both projects during the spring of 2020. The Gateway Walkway and Restroom in the Historical Village was completed in the fall of 2020 and the Central Meridian Regional Trail is expected to be completed in spring 2021. Some highlights of these projects include a fishing dock, boardwalk, interpretive signage, a bike fix it station, and electricity for motorized wheelchairs.

New Large Dog Park

Large dogs finally got their very own dog park in 2020. A total of 231 dogs are currently registered to utilize the large dog park. The park is located in Central Park South, directly across from the Marketplace on the Green. It features a natural walking path, control gate, dog fountain, open grassy area, and shaded areas with lots of opportunities for good sniffs! The entryway has a beautiful dog mural that was painted during Celebrate Meridian in 2018. The Park Maintenance Staff installed a majority of the items for this project. A HOWL-O-WEEN party was held in October and fun was had by all 30 dogs who attended.

Harris Nature Center Pavilion and Restroom Project

The Harris Nature Center has always been a popular destination in our community for environmental education and accessible walks in the woods. Thanks to state and federal grants, a new waterless restroom building and picnic pavilion will enhance the usage of this township gem. The construction began in spring of 2020 and is complete with the exception of landscaping that will be done in the spring. A special feature of the pavilion is the adjacent patio that features engraved donor pavers (still available!) and a grill. This pavilion is a much-needed amenity as our pavilion rentals throughout the park system are very popular.

Harris Nature Center Bird Overlook

The Harris Nature Center has been able to complete many projects due to the support from the Harris Nature Center Foundation Board. The Board's funding, along with a grant from the Capitol Region Community Foundation allowed for the construction of a 20' x 20' accessible bird overlook at the Center. All-weather binoculars and a Michigan Birds interpretive sign serves to enhance the experience.

MSU to Lake Lansing Trail Hub Acquisition Grant

Meridian Township received notification in December of its successful grant proposal from the Michigan Natural Resources Trust Fund for acquisition of a parcel to enhance the entrance to Nancy Moore Park and also to create a hub for the upcoming MSU to Lake Lansing Trail. This property will provide a vital link and opportunity to build a rest stop for trail enthusiasts and community members to explore and utilize the regional trail system. Funds for this acquisition will not be released until mid-2021.

New Trailhead and Directional Signage in Parks

This wayfinding project, which began in 2018, added new trailhead and directional signage in multiple parks. The goal is to make the parks more welcoming, informative and easier to navigate. An additional 15 parks received new signs in 2020 and we have three more to go in 2021. All 20 miles of park trails were GPS marked and uploaded to a Google-based smartphone app called "All Trails". In addition, Ingham County funded and installed numerous trail signs throughout the Township in locations along the cross-country trail and various parks including Hartrick Park, Central Park, and Nancy Moore Park. The signs were installed by our Parks Maintenance Staff.

Parking Lot Improvements

Our Parks Maintenance department installed an overflow parking lot in Towner Road Park utilizing asphalt millings from the current road projects in the Township. This area was on the original development plan, but was put on hold because of costs. In addition, we also paved the entry drive and parking lot to Legg Park with recycled asphalt millings, as well. This work will allow the park to remain open all year as former muddy conditions would force temporary park closures throughout the year. This type of application creates a firm, stable and pervious surface.

Pathway Maintenance

In 2020, the Parks Department made a very strong effort in trimming and mowing the Pedestrian/Bicycle Pathways. Staff trimmed and mowed 80 miles of pedestrian/bicycle pathways (prior to 2020, this work was contracted out). We received numerous phone calls during 2020 from residents telling us "the pathways and park trails have never looked this good!"

Harris Nature Center (HNC) Facility/Programming Report

The Harris Nature Center building received a beautiful facelift in 2020. Improvements included: a

renovated new classroom space with six bench risers (funded by the HNC Foundation); new paint throughout the entire interior of the building, a refurbished archway with lights at the entrance, and a new split-rail fence around the frog pond all completed by our Park Maintenance Staff. Despite the pandemic, HNC staff made great efforts to offer programs to engage the public with the natural world while still keeping people safe. Quick Facts: • Hosted two weeks of Annie's Big Nature Lesson with 100 students participating in a weeklong outdoor classroom • Hosted 1,979 drop-in visitors • Hosted 1,467 program participants (both in person and virtual) • Implemented new virtual programming for schools, senior centers, and families • Created and offered private guided programs (these were extremely popular).

Farmers' Market Report

In 2020, the Market moved from the Central Park Pavilion to the Meridian Mall parking lot in an effort to space out the vendors to accommodate Covid-19 safety protocols. The Market officially moved into the new Marketplace on the Green in October. Quick Facts: • Market days in Operation: 51 (33 Saturdays & 18 Wednesdays) • Days missed due to Covid: 5 (3 winter and 2 spring) • 101 unique vendors • 61 new vendors • Total Customers: 62,756 people • Food assistance utilized at the Market: Total= \$23,809

Senior Center

Operation of the Meridian Senior Center is a joint collaboration between the Okemos School District and Meridian Township. The Meridian Senior Center was created to provide a friendly, welcoming atmosphere for persons age 55 and over to gather and engage in programs and services to meet the ever-changing lifestyle needs for older persons throughout the community. With a current membership of 362 members (down from 2020 due to Covid-19), the Senior Center is an important facility for enrichment, socialization, meals, information and resources, and fitness for our older adults. While quarantining helped to mitigate seniors' risk of contracting Covid-19, it also put many of the community's older adults at risk of isolation and depression. The Senior Center adapted to Covid-19 guidelines and taught the seniors new skills like using Zoom and how to use and find information on the Senior Center Facebook and web page. In addition, the Center Staff made regular phone calls to check in on all of the seniors. The Center held many events on Zoom including bingo, lunch dates, and educational sessions. Since March of 2020, the online class offerings grew from just 1-2 per week to 1-2 per day. During the summer and fall, the Center offered some in person outdoor events in the wonderful new senior courtyard (installed in 2019) such as birthday celebrations, Trunk or Treat, Jingle Bell drive through, and exercise classes. We strongly believe these actions and activities have helped many of our members. We receive positive feedback weekly on the programs we are offering, the sense of normalcy and purpose we bring to many of our members day, and how helpful we have been to them during this time. Quick Facts: • 27 new members this year • 362 total members • 206 active members • 383 non-members or guests • 11 volunteers who gave 69 hours of service • total events- 1296 events.

Senior Stretch Program

One of our most popular recreation programs for older adults is our Senior Stretch. (This program is separate and independent from exercise classes offered through the Senior Center). A group of approximately 50 seniors gathered three times per week at Meridian Mall for exercise and socialization until Covid-19 caused a shutdown. Following a brief pause, we moved their operation outdoors to Nancy Moore Park and then to the former Farmers' Market pavilion where they continued to meet through mid-December.

Deer Management – 10th Year

The Parks Department placed and managed 75 hunters on 1,600 acres of parks and land preserves (41 properties) during the 2020 deer management archery program, as well as, on seven private properties in the Township. A much stronger effort was put forth to increase the cull from 87 in 2019- to 300 in 2020. This goal was achieved in combination of our volunteer archers during the regular hunting season, as well as, through a supplemental cull from January to mid-March 2021 utilizing the Police Department. Quick Facts: • Total deer harvested during archery program= 176•Total venison donated to local foodbanks= 2,400 pounds (9,600 meals provided) • Dollar amount of venison donated= \$26,376• Total roadkill deer removed: 75 (these deer are not donated). This program was the most successful in its ten-year history

based on the efforts of Jane Greenway, Emma Campbell, Mike Ellis, Chief Plaga, Sgt. Andrew McCready, and the Meridian Police Department.

Environmental Stewardship

In 2020, we welcomed Emma Campbell as the new Stewardship Coordinator and she has proven to be a very valuable asset to the Parks team. Emma developed and launched the first ever Meridian Conservation Corp (MCC), a community volunteer group devoted to increasing community involvement in the parks and preserve areas. The program is designed to grow awareness of volunteer opportunities involving the care and conservation of Meridian Township’s expansive local green spaces. Through the program, the Department can utilize the community’s knowledge and expertise in one concentrated group. Volunteers have the opportunity to choose which path of conservation they would like to follow and in what park or preserve area. Focus groups include: Forest Watch Team, Clean Up Crew, Trailblazers, and the Invasive Species Strike Team. In partnership with the Mid-Michigan Stewardship Initiative, stewardship workdays are held every other Saturday at various parks and preserves around the Township. Quick Facts: ● Volunteers collectively completed 499 hours of habitat restoration ● 65 volunteers worked in seven parks and preserves ● Aided Meridian Tree Team plant 40 native trees at Chippewa Middle School ● Removed 246 pounds of invasive dame’s rocket and garlic mustard from 2 parks ● Held 15 stewardship workdays at 10 different parks and preserves ● Removed 10 different species of invasive plants● Cultivated 22 native plant species in 2 preserves ● Removed 263 pounds of litter from 12 parks● Managed one unpaid summer intern who spent 60 hours mapping invasive species in the parks and preserves. Voters also approved a renewal of the Land Preservation Millage at the rate of 1/10th for ten years.

Youth Sports and Events

- K-6th Grade Basketball – 285 students
- Sporties for Shorties – 20
- Howl-o-ween Event at Dog Park – 30 dogs and Owners
- Drive Thru Santa 37 vehicles and 76+ participants

PARK COMMISSION

The Meridian Township Park Commissioners are elected to 4-year terms and have the responsibility of setting policy and direction for the acquisition, development, and maintenance of parks.

PARK COMMISSION MEMBERS

Amanda Lick, Chair
Ami Van Antwerp, Vice Chair
Mark McDonald
Mark Stephens
Mary Nardo Farris

LAND PRESERVATION PROGRAM

Description of the Land Preservation Program

The Meridian Township Land Preservation Advisory Board (LPAB) members are appointed to 4-year terms with a two term limit. The LPAB has the responsibility of advising staff in implementing the land preservation program. The program was developed to preserve lands and waters that provide valuable habitat for native plants and animals, protect air and water quality, add aesthetic value, and enhance public enjoyment of the outdoors. 956 acres of the Township’s most beautiful, scenic and natural lands have been acquired through twenty three (23) total properties comprised of forty three (43) acquisitions located throughout the Township.

LAND PRESERVATION ADVISORY BOARD MEMBERS

James Kielbaso, Chair and Environmental
Commission Liaison
Jamie Hiller, Vice-Chair
Yu Man Lee

Chanelle Russ
Kris Parnell
Dan Opsommer, Township Board Liaison
Mark Stephens, Park Commissioner Liaison

TEAM MEMBERS

Administration

LuAnn Maisner	Director of Parks and Recreation
Robin Faust	Administrative Assistant II
Michael Devlin	Parks and Recreation Specialist
Jane Greenway	Senior Parks and Land Management Coordinator
Emma Campbell	Land Stewardship Coordinator
Kati Adams	Parks, Pathways and Land Preservation Superintendent
Tom Cary	Farmers' Market Manager

Harris Nature Center

Kati Adams	Parks and Land Preservation Superintendent
Allison Goodman	Park Naturalist

Parks, Land Preservation and Pathways

Kati Adams	Parks and Land Preservation Superintendent
Larry Bobb	Parks, Land Preservation & Pathways Maintenance Lead
Don Cuson	Utility Worker
Josh Cannon	Utility Worker
Dan Inman	Utility Worker
Tom Baker	Utility Worker
Mike Love	Utility Worker

Meridian Senior Center

Cherie Wisdom	Center Coordinator
Courtney Caltrider	Administrative Assistant

POLICE



The Meridian Township Police Department is committed to establishing and maintaining partnerships in our community; and with understanding, cooperation and equality; we strive to enhance the quality of life and protect the rights of our community.

CORE VALUES

COMPASSION

We care for and empathize with our fellow human beings.

COURAGE

We face danger to ensure the safety of others. We will stand up for what is right. We will be brave when others may not. We strive to eliminate fear through our actions.

EXCELLENCE

We employ those who strive to achieve a higher standard. We listen to our employees and the members of our community to continually improve our effectiveness and reliability. We strive to exceed community and professional expectations.

FAIRNESS

We will treat all individuals impartially. We will act in a just manner. We appreciate different points of view. We exercise discretion appropriately.

INTEGRITY

We will fulfill our mission in its entirety using sound principles, honesty and sincerity.

RESOURCEFULNESS

We can be relied upon for help and support. We have the ability to deal with situations effectively. We build on our mutual experiences to effectively resolve problems.

RESPECT

We value the rights and beliefs of others. We are courteous. We treat others as we expect to be treated. We appreciate diversity.

WORK ETHIC

We are self-motivated and self-directed. We do what is asked and strive to achieve expectations. We hold ourselves to a higher standard.

In 2020, there were 16,228 calls for service (excluding traffic stops 3,465).

2020 Written Reports	
Alarms	575
Traffic Crashes	588
All Other	3,800
Total	4,963

Yearly Comparisons

Written Reports

2017	2018	2019	2020
6,282	6,801	6,421	4,963

Calls for Service

2017	2018	2019	2020
17,545	18,588	18,552	16,228

Arrests

2017	2018	2019	2020
559	577	563	402

Citations

	2017	2018	2019	2020
Citations Issued	1,752	1,922	2,096	1,517
Total # of Charges	2,188	2,379	2,857	1,888

Traffic Safety

Meridian Township views traffic safety as an important key to keeping the community safe. The Department works with the Ingham County Road Commission and the State Highway Department to address road design related concerns. Officers take enforcement in areas identified as directed patrols based on complaints from citizens. Additionally, the speed trailer and speed sign are utilized to educate motorists, complete traffic studies regarding speed-related safety concerns and traffic counts and can be deployed to locations with citizen's request. This year we completed 10 traffic studies and 42 directed patrols.

Two of our officers provide car seat inspections to the public. A total of 17 inspections were completed in 2020. Officers completed car seat inspection recertification in 2020.

The Department also participates in the Capital Area Traffic Safety Network. This is a regional group made up of law enforcement, driving instructors and insurance providers that focusses on traffic safety and best practices for the region.

Traffic Crash Investigation Team

Traffic crashes involving fatal or potentially fatal injuries require investigators with specialized training and equipment. Area law enforcement agencies have committed personnel to a regional crash investigation team. On-duty team members are called to assist participating agencies with potentially fatal crash investigations. This effort has increased the experience of the investigators while reducing overtime costs for the Departments.

Meridian Township Deer Involved Collision Data			
Year	Injury Involved	No Injury Involved	Total
2017	4	122	126
2018	2	125	127
2019	3	150	153
2020	5	157	162

Volunteers

2020 was a challenging year for our volunteers. With social gatherings being canceled, we were unable to have our annual Halloween open house. In 2020, we also had our volunteer parking team retire and we will attempt to fill those positions in 2021.

Community Police Officers

Community Policing is the cornerstone of all our actions and interactions. From the first day of employment until the day they retire, officers are assigned to specific neighborhoods to participate in community activities, communicate directly with citizens, and form relationships, so that our community trusts and understands our Department.

Our largest community event is National Night Out which is an annual event to promote community partnerships with law enforcement and take a stand against crime. Officers visit nearly 30 neighborhoods that have gatherings to promote safety throughout the community. The 2020 event was canceled and we look forward to the having the event in 2021.

Adult Crossing Guards

The Department hires, trains, and manages the six adult school crossing guards for the six schools in the township. The guards are supervised by the School Resource Officers.

Canine Team

With the retirement of K9 Yukon in 2019, the Department purchased another K9 in 2020. Officer Blaine Anderson is the Department's current K9 Handler and is assigned K9 Ares. K9 Ares was imported from Poland and purchased through Mid-Michigan Police K9. K9 Ares is a 2 year old German Shepherd. Officer Anderson and K9 Ares completed their initial training at the end of May 2020. This team is trained in article searches, building searches, narcotics detection, and tracking. In addition to providing police K9 service to Meridian Township, when on-duty, this team does provide mutual aid to surrounding police agencies when they either do not have a K9 team on duty or within their Department. This provides an opportunity to receive similar K9 mutual aid, if



needed, when Officer Anderson is off-duty.

With the COVID-19 pandemic, training throughout the department was greatly reduced, including most formal, regularly scheduled K9 training days. In addition to maintenance training during available on-duty time, the K9 Team completed 72 hours of continued training beyond the K9 handler school.

2020 Canine Team Activity Numbers	
Calls Handled By Meridian's Canine Team	14
Calls Handled By Other Departments	13
Call Outs To Other Departments	14
Total Calls For Service	41
Activity Type	
Ingham Regional SRT	0
Article Search	3
Area Search	1
Building Search	0
Narcotics Search	20
School Sweeps (OHS/HHS/ELHS)	0 (Schools closed due to COVID-19 pandemic)
Tracking	14
Demonstrations	0
Other Use	3
Total	41

*A canine call may include more than one activity type.

Special Response Team

The Ingham Regional Special Response Team (IRSRT) is comprised of personnel from the Ingham County Sheriff's Department, East Lansing Police Department, MSU Police Department, and Meridian Township Police Department. The team is called upon by agencies when a tactical team is needed to respond. Meridian Township commits three officers and one sergeant to the team. Meridian Township Officers received 528 hours of regular monthly training and 180 hours of annual training. This totals 708 hours of yearly training. IRSRT had eight activations in 2020.

School and Community Resource Unit

The School and Community Resource Unit is comprised of two officers who work with the Haslett and Okemos Public Schools. The officers provide a number of services to the schools in an effort to provide a safe environment for children to learn. The officers also assist with a number of community events.

The officers participated in "No Senior without Christmas" event. This is a Tri-County TRIAD program. There were 400 holiday baskets distributed to the tri-county elderly residents. Meridian Township delivered 28 of those.

Meridian Township held their own virtual "Shop with a Cop" event in 2020. The officers worked with school counselors and 11 area students participated. The officers worked in conjunction with Walmart, and the Haslett Okemos Rotary Foundation, as well as the FOP and POAM unions.

Number of Classes Held in 2020	
D.A.R.E	80
T.E.A.M.	8
Other Presentations	30
Total	118

Investigations Unit

Personnel are selected to serve in the Investigations Unit for a three-year assignment. Extensions may be granted based on rotation to keep experienced officers as part of the team. The Investigations Unit includes a sergeant, four officers investigating cases and a Court Services Officer (CSO). The CSO is assigned to be the liaison with prosecutors, township attorney and courts. The CSO is also responsible for sex offender registration and verification. The officers are assigned to investigate criminal complaints including but not limited to homicides, sexual assaults, robberies, child abuse, elderly abuse, home invasions, embezzlements, larcenies and death investigations. Cases are closed when a suspect is identified and the prosecutor authorizes charges, or all investigative efforts have been exhausted. Crimes against persons are given greater priority than crimes involving theft.

The table below shows the Investigations Unit assigned a total of 351 complaints in 2020.

Complaints Assigned Per Year	
2017	398
2018	467
2019	504
2020	351

Court Services

The Court Services Officer (CSO) processes criminal complaints and submits them to the Ingham County Prosecutors Office and the Township Attorney to request arrest warrants and juvenile petitions. The CSO swears to warrants, arraigns prisoners, attends juvenile hearings, serves subpoenas, delivers citations to the court and collects bond money posted and delivers it to the court. Registered Sex Offenders report to the CSO as required by law. The CSO schedules Sex Offender Address Verifications on a regular basis. The CSO investigates Sex Offender Registry Act violations and submits those complaints to the Ingham County Prosecutor's Office for arrest warrants.

COURT SERVICES	2017	2018	2019	2020
Subpoenas Served	842	832	692	729
Personal Protection Orders	67	38	41	43
Warrant Requests	522	605	614	581
Warrants Signed by CSO	431	429	378	362
Twp. Attorney Requests	177	188	144	113
Total Petition Requests	152	134	102	39
Retail Fraud Requests	319	332	234	190
OWI Requests	80	66	62	61
Assault Requests	62	48	42	47
Assault Requests-Domestic	144	175	180	151
Larceny/Fraud Requests	76	95	82	70
Narcotics Requests	75	75	20	10

Records Unit

The Records Unit staff consists of three full-time employees. They provide support to the Uniform Division as well as the Investigations Unit by preparing criminal reports for prosecution and reporting crimes to the state. Stats are compiled from many different databases and provided to Department staff, the Township Manager and Township Board members. Customer service is a large part of the records staff duties as well. Report copies, Freedom of Information Requests, background checks and licenses to purchase pistols can be obtained in the Records Unit.

Annual Crime Reporting Summary	2017	2018	2019	2020	% Change 2019-2020
Murder/Non-Negligent Manslaughter	1	0	1	1	0%
Rape and Attempted Rape	32	58	70	51	-27%
Robbery	18	15	12	12	0%
Aggravated Assault	35	41	37	39	5%
Total Part 1 Violent Crime	86	114	120	103	-14%
Burglary	112	115	96	88	-8%
Larceny	801	864	935	749	-4%
Vehicle Theft	18	21	52	44	-14%
Arson	4	3	4	0	-100%
Total Part 1 Property Crime	927	1,000	1,106	881	-5%
Total Part 1 Offenses	1,014	1,086	1,220	984	-6%
OWI Arrests (Liquor or Drugs)	58	72	63	53	-9%
Traffic Accident – Roadway	1046	916	847	588	-34%

Training

Under the direction of the Chief of Police, the Training Sergeant oversees all training for the Department. The Department provided employees with 3,455 hours of training in 2020. It included some of the following:

- In-Service: 1,178.5 hours (this includes de-escalation training, mental health/PRT training)
- External: 1538 hours
- Firearms: 361 hours

The in-service training program consists of monthly training for all sworn employees, periodic roll call videos, policy tests, quarterly firearms sessions, and computer based instruction. The external training program utilizes universities and private experts to handle specialized training outside the scope of the Department trainers. The Department strives to remain at the forefront of progressive policing by acknowledging the importance of both continuing education to retain current skills and the acquisition of new knowledge for officers to expand their skill base.

Accreditation

The Meridian Township Police Department became the first agency in Mid-Michigan to become a fully accredited police department in December 2019. Accreditation is a progressive and time-proven way of assisting law enforcement to improve performance and service to the community. It is the voluntary adoption of the best practices in law enforcement and requires a constant evaluation of the professional objectives set forth by the Michigan Law Enforcement Accreditation Commission. It is an on-going process that ensures our Department is consistently achieving professional excellence. Accreditation status acknowledges the implementation of conceptually sound written directives, policies, procedures, and training.

Mid-Michigan Police Academy

The Services Division Commander is assigned as a coordinator for the Lansing Community College's Mid-Michigan Police Academy. During the seventeen-week academy, the coordinator works closely with the recruits in training and career development. The coordinator also has the unique position of monitoring the recruit's individual progress and identifying potential future Department employees. The Department sponsored one recruit, Sierra Alvarado, through the Mid-Michigan Police Academy. The Department hired an additional officer, Megan Heinemann, from the Mid-Michigan Police Academy. Officer Alvarado and Officer Heinemann completed their police academy training in December 2020

and have been assigned to the road patrol.

22nd Citizens' Academy

The Department typically hosts a ten-week Citizens' Academy that meets once a week for three hours in the fall. This academy exposes the attendees to police operations and procedures. Due to the COVID-19 pandemic the Department did not hold an academy.

14th Youth Citizens' Academy

The Department hosts a seven-week Youth Academy that meets once a week for two hours in the spring. The students learn about police work while being able to experience hands-on activities. The Department began a Youth Academy in 2020, but had to cancel it in March due to the COVID19 pandemic.

Property Room Report

The Quartermaster maintains the property room. Activity involving the property room in 2020 included:

- 2,120 items entered as evidence.
- 607.75 pounds of narcotics incinerated from the Prescription Drug Drop Off Box.
- 34 firearms sent to the Michigan State Police for destruction.

The Department processed 202 abandoned vehicles in 2020.

Citizen Satisfaction Survey

A total of 1,000 citizen satisfaction surveys were mailed to victims and complainants involved in traffic accidents and other calls for service in Meridian and Williamstown Township. Surveys are used as a tool to monitor customer satisfaction with the Department's services. In 2020, a total of 211 surveys were returned. The 21% response rate was increased as compared to 2019.

Citizen Satisfaction Survey for Sworn Personnel

Category	Rating of Excellent/Good
Helpfulness	99%
Friendliness	97%
Knowledge	99%
Quality of Service	97%
Professional Conduct	97%
Response Time	96%

Rating of Emergency and Non-Emergency Dispatch Service (Ingham 911 Dispatch)

Category	Rating of Excellent/Good
Helpfulness	75%
Friendliness	68%
Knowledge	71%
Quality of Service	72%
Professional Conduct	73%

**Not all questions generated a response.*

2020 DEPARTMENT GOALS AND ACTION PLAN

In conjunction with the Township Manager, the Department establishes goals to help in the delivery of law enforcement services. Many of our goal accomplishments and other activities are listed as follows.

Receive and maintain accreditation through the Michigan Association of Chiefs of Police and the Michigan Law Enforcement Accreditation Commission.

On February 6th the Police Department received accreditation from the Michigan Law Enforcement Accreditation Commission. The Department has received new standards issued by the Commission and is working toward compliance with the new standards. The ongoing maintenance of accreditation is a priority and ensures compliance with all previously met standards set by the Commission.

Select and train a new canine handler and obtain a new canine for the Department.

On February 14th, the Department selected Officer Blaine Anderson as the next canine handler. Blaine and canine Ares have been on patrol and responded to several calls for canine assistance and have successfully recovered narcotics from a vehicle search. The K9 Team completed 72 hours of continued training beyond the K9 handler school in 2020.

Work diligently toward full staffing (41).

On December 14th, two new officers were sworn into service with Meridian Township. The Township has also offered a sponsorship to Maggie and Megan Cole to the Mid-Michigan Police Academy at LCC. They will begin training in January of 2021.

This past year we have had four officers resign from the Department and leave the law enforcement profession. The Department currently is staffed with 36 sworn officers.

Continue collective efforts to foster an environment that is welcoming, diverse and inclusive.

Governor Whitmer has called for diversity and implicit bias training, comprehensive reporting on the use of force, duty to intervene policy, and training for de-escalation. Our Department had completed those trainings before being called on by Governor Whitmer, and we continue to train in those areas. The Department continues to participate in the Advocates and Leaders for Police and Community Trust (ALPACT) meetings. We are also seeking to recruit diverse applicants to the Department. Recruiting officers have visited police academies around the state seeking diverse applicants.

The Department is participating in the Township Diversity, Equity and Inclusion (DEI) work group to assist in promoting a more welcoming and inclusive Township. On September 24th, the Township held a Community Forum on Policing to seek township resident input on how we can better serve the community.

Update the existing Axon in-car and body worn camera system.

The body worn camera and in-car camera systems have been upgraded by the vendor to ensure reliable recordings of citizen contacts by officers. New body worn cameras have been issued to all officers.

Update the Nelson Room with new tables, chairs and audiovisual equipment to foster training and enhance meeting capabilities.

The Nelson room upgrades have been completed. The room has been used for several meetings including interviews for a new Human Resources Director and the Department hosted a legal update class for multiple law enforcement agencies. Hosting training reduces costs for the Department and allows more officers to attend training. The Nelson Room also serves the Clerk's office and provides a location for the Absent Voter Counting Board (AVCB) during elections.

Better prepare staff for succession due to retirements or promotions through training and mentoring.

Sgt. Chris Lofton is currently enrolled in the Michigan State University School of Staff and Command and will graduate January 2021.

Assist the Parks Department with the deer management efforts.

The Department has taken an active role in assisting with deer management within the Township. We are currently purchasing equipment to allow officers to harvest deer within the township. This program is designed to remove deer from problem areas where vehicle accidents are frequent and foliage damage is occurring. The Department is developing best practices through collaboration with the experienced US Department of Agriculture sharpshooters.

WILLIAMSTOWN TOWNSHIP POLICE SERVICES

The Meridian Township Police Department provides law enforcement services to Williamstown Township. The 2019-2021 contract arranges for Williamstown Township to compensate Meridian Township \$229,721.00 for calendar year 2020 and \$58.41 per hour outside of the 80 hours of weekly patrol for emergency and non-emergency responses.

Williamstown Township Statistics				
	2017	2018	2019	2020
Written Reports	381	384	323	285
Calls for Service	1616	1769	1451	1304
Calls for Service (excluding traffic stops)	1226	1239	1038	1043
Arrests	12	20	17	8
Citations Issued	73	101	170	115
Total Number of Charges	89	120	204	132

Written Reports				
	2017	2018	2019	2020
Alarms	66	61	52	31
Traffic Crashes	115	116	107	102
All Other	200	207	164	152
Total	381	384	323	285

MTPD TEAM MEMBERS

CHIEF

Ken Plaga

ASSISTANT CHIEF

Brad Bach

LIEUTENANT

Richard Grillo

SERGEANTS

Edward Besonen
Bart Crane
Andrew McCready
Andrew Tobias

Chris Lofton
Jason Clements
Brian Canen

OFFICERS BY SENIORITY

Paul Rambo**
Dave Metts**
Christina Scaccia
Jeff Adams
Curt Squires
Erin Linn***
Kyle Royston
Rebecca Payne
Kevin Harvey
Mark Divney***
Michael Hagbom
Bryan LeRoy
Doug Strouse
Aaron McConaughy
Dan King
Adam Slavick
Stephanie Lewis***

Ian Mandernack
Kolby Casaday
Lerico White
Megan Klein
Austin Dietz
Blaine Anderson
Lorenzo Velasquez
Antonio Trevino
Kyle Cornell***
Jaelyn Allen
Davie Reinke
Wes Talbot
Jordan Kuhn*
Sierra Alvarado*
Megan Heinemann*
Travis Quimby* ***

CIVILIAN PERSONNEL

Kristi Schaeding, Administrative Assistant
Lynne Bach, Records Supervisor
Lori Hagan, Records Technician

Marcie Barnum, Records Technician***
Jennifer Ramsey, Records Technician***
Heidi LaFargue, Records Technician*

CADETS

Cody Lefler***
Danielle Huetner***
Maryam Masood
Baylie Kaiser
Elicia Giachino*
Ryan Tunkl***
Megan Heinemann*
Maxwell Bland
Natalie Tyndall*

Alexander Black*
Maggie Cole*
Megan Cole*
Lucas Parker*
Sierra Alvarado*
Jonathan Kendrick***

*Hired in 2020

**Retired in 2020

***Resigned in 2020

PUBLIC WORKS



Raise The Flags
Before You Dig
1-800-482-7171

Charter Township of Meridian Code of Ordinances: Chapter 2, Article 1

A Department of Public Works shall be created and the department shall be headed by the Director of Public Works and Engineering. The department shall be responsible for all matters relating to the management, maintenance, and operation of all the physical properties of the Township. This department shall have exclusive control of the construction, maintenance, and operation of the Township sewers and water mains, the operation of Township dumps and landfills, the operation and maintenance of the cemetery, and the maintenance of all Township facilities.

2020 DEPARTMENT GOALS AND ACTION PLAN

Complete the Haslett Road water main replacement project, the Target plaza fire hydrant line replacement project, and the Dobie Road Booster improvements and begin our meter replacement project analysis in conjunction with the City of East Lansing.

The Haslett Road water main replacement project is complete. This project replaced a water main that was subject to frequent breaks over the past several years. The section was located on the south side of the road near the YMCA facility.

The water main replacement project at the Target shopping center was completed earlier this spring. This line serviced several fire hydrants in the parking lot that were prone to breaks over the past few

years.

The Dobie Road Booster improvements are currently in design and require coordination with our ELMWSA and Lansing BWL partners. We anticipate construction and implementation of this project to occur in 2021.

We anticipate starting the meter replacement analysis in early 2021 in partnership with the City of East Lansing.

Complete the Lake Lansing area sewer rehabilitation project, the Towar Garden meter replacement project and the installation of the Shoal Lift Station Standby generator.

The Sewer rehabilitation project for the Lake Lansing area sewer rehabilitation project was delayed until 2021.

The City of East Lansing is currently reviewing our design for the Towar Garden meter replacement project. That project is expected to occur in early 2021.

The Shoal Lift Station standby generator project was postponed this year. The project will occur in conjunction with the 2021-planned Whitehills Lake generator project.

Continue to actively participate and represent the Township with the ongoing and proposed improvements at the East Lansing Water Reclamation and Reuse Facility (WRRF).

Since 2014, we have continued to collaborate with the City of East Lansing and Michigan State University on improvements to the WRRF. The first two phases, UV disinfection and overhaul of the headworks system at a cost of \$45 million have resulted in significant operational, safety and environmental improvements.

The third phase, which is currently under construction, involves the solid handling portion of the plant at a cost of \$32 million. This phase includes a solid waste digester and a gas recovery system that reduces energy costs of the plant by powering some of the systems.

Phase 4 of the WRRF improvements are currently in their design phase, and will include replacing the aeration system. Construction of the \$35 million phase four and is anticipated to be completed by 2023.

Complete the replacement of the south Fire Station front access drive, complete renovations to the Municipal Building upstairs breakroom and downstairs kitchenette, replace the first floor Municipal Building exterior windows, and perform preventative maintenance and new pavement markings to the parking lots at the north Fire Station (front), South Fire (rear), Central (HMA) and the Okemos Public Library.

The south Fire Station access drive was replaced this fall.

No work, beyond a preliminary concept and identifying contractors for the work has occurred on the Municipal breakroom or kitchenettes. Work will commence in January of 2021.

The first floor Municipal Building exterior windows were replaced.

Parking lot maintenance activities will postponed until the spring of 2021.

Complete a sidewalk Order to Maintain project in the Heritage Hills and Briarwood West neighborhoods.

This project will occur in 2021 in recognition of the COVID19 pandemic and the potential hardship that a special assessment district may place on the residents as part of the program.

Develop and implement a community tree-planting program.

Our Environmental Programs Coordinator, in conjunction with the Environmental Commission,

community volunteers and the Okemos Public Schools, held a Community Tree Planting Day on October 3, 2020 and planted 40 trees at the Chippewa Middle School.

Over 500 saplings were also distributed at the Farmers' Market this year as part of the Township tree-planting project.

Environmental Programs and Services

The Meridian Recycling Center accepted 798,000 lbs. of material, including paper, plastic, cardboard, foam, metal, and glass. They also took in over 4,200 cubic yards of yard waste.

A separate recycling event was held at the Chippewa Middle School this fall and collected 90,000 lbs. of electronics from over 1,000 households in the region.

A coal-tar sealant ban, green infrastructure map and audit, wetland brochure were also developed and implemented in 2020 by our team and volunteers.

In 2020, our storm water program was audited by the Michigan EGLE for compliance with our existing MS4 permit.

Lake Lansing Watershed Management

The special assessment district (SAD) to fund the management was administered for year three of the ten-year SAD in 2020. Water quality monitoring, nuisance aquatic plant control and education activities were conducted by the Advisory Board and our team.

Continue the Implementation and Enhancement of the DPW Cartegraph Operations Management Software system (OMS).

Our Team continues to utilize the OMS program features to track and record work performed on assets of the Township developing a life-cost for each individual item.

Ongoing work includes the collection and integration of GIS points for all of our water curb stop locations in the Township. We are currently 60% completed with this collection project. We have also started to track dead deer carcass removal using Cartegraph to assist with data collection for the Meridian Deer Management program.

We have also began investigating the potential to incorporate our utility locates with Cartegraph to reduce the use of several unique software platforms.

Convert existing paper utility, sidewalk and SESC permits to electronic forms and place on Township DPW webpage.

This project was completed this spring as part of our COVID-19 building closure response. All DPW permits are now fillable and available on our webpage.

Reorganize and redevelop the Old Haslett Library building into a modern Township records and equipment storage facility.

First phase of this project has commenced with the proper disposal of several boxes of items no longer needed to be stored by the Township. The next phase has started, and involves cleaning and designating areas to each Department for storage.

MDOT- Grand River Resurfacing Project

We continue to meet with our partners at the Michigan Department of Transportation, the County Drain Commissioner's office and the County Road Department on a plan to resurface, add appropriate mid-block crossings, eliminate the majority of flooding and repair the pathway across from Playmakers. Design is under way and the current schedule has the work to commence in 2022.

Costigan Drain Project

The Costigan Drain services the area along Newton Road north of Lake Lansing and a portion of Saginaw Highway. With the existing and planned commercial developments (New Hope Church, Newton Place, etc.) along Saginaw Highway, additional storm water improvements are required. Design is currently underway and we are actively participating in the planning to make sure the necessary infrastructure is in place to support the development.

Nemoka Drain Project

The Nemoka Drain project affects the Shaw, Potter, Edson and Hillbrook residents. Installation of the new storm sewer infrastructure began this summer, and will be completed in the spring of 2021. Most of the roads in the project area will be resurfaced as part of the local road program. Improvements to the trail in Hillbrook Park were also part of the project.

Risk and Resilience Assessment and Emergency Response Plan

On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. AWIA Section 2013 requires community (drinking) water systems serving more than 3,300 people to develop or update risk and resilience assessments (RRA) and emergency response plans (ERPs).

The law specifies the components that the risk assessments and ERPs must address, and establishes deadlines by which water systems must certify to EPA completion of the risk assessment and ERP.

In order to meet our mandated obligations, we are collaborating with the East-Lansing Meridian Water and Sewer Authority (ELMWSA) and the City of East Lansing on the development of our RRA and ERP.

The RRA was completed, and submitted to the Michigan EGLE ahead of the July 1, 2021 deadline.

Water System Reliability Study and Plan

The Michigan Safe Drinking Water Act requires that type 1 community water suppliers conduct a water system reliability study. State rules require the completion of a reliability study that evaluates the water system's ability to meet both present and future demands every five years. Both ELMWSA, the City of East Lansing and Meridian Township need to complete an update this year. In a similar manner as the RRA, we are collaborating with each other and developing the 5-year reliability plan as required by the Michigan EGLE. The plan was submitted to EGLE by the end of the year for their review.

Operation and Maintenance Highlights in 2020

Activity	Task(s) completed
MISS DIG (811) utility locate requests	5,688
Water service installs	5
Water service repairs	32
Water main repairs	15
Hydrant repairs	6
Hydrants flushed	319
Meter installations	427
Sewer incident responses	61
Lift station wet-well cleanings completed	14
Sanitary sewer main jetted-cleaned	71,086 feet
Sanitary sewer main televising and inspection	24,338 feet
Glendale Cemetery burials	39
Vehicle and Equipment repair requests	740
Facility maintenance requests	292
Soil Erosion permit inspections	251
Utility permits inspections	333
Development plan reviews	141
Pathway and sidewalk permit inspections	33

New water main added to system	8,031 feet
New sanitary sewer added to system	7,562 feet

ENVIRONMENTAL COMMISSION

John Sarver, Chair
 William McConnell
 J. James Kielbaso
 Luca Wisinski, Student

Rose Vadnais, Vice-Chair
 James E. Jackson
 Tom Frazier
 Susan Masten

TEAM MEMBERS

Administration

Derek N. Perry

Deputy Township Manager
 Director of Public Works & Engineering
 Administrative Assistant II

Denise Green

Engineering

Younes Ishraidi, P.E., C.F.M.

Nyal Nunn, C.F.M.

Jay Graham

David Liviskie

Tom Westerfield

Jonah Boot

Michael Hayward

Chief Engineer
 Senior Project Engineer
 Records Manager
 Engineering Technician (resigned 11.2020)
 Engineering Technician
 Engineering Technician
 Engineering Intern (PT)

Geographic Information Systems

Cara Maney

GIS Specialist

Environmental Programs

LeRoy Harvey

Environmental Programs Coordinator (PT)

Public Works Superintendent

Rob MacKenzie

Water Utility

Chad Houck

Mike Ellis

David Lester

Dan Palacios

D'Destin Kaufmann

Derrick Bobb

Ben McCann

James Arnett

Lead Utility Worker
 Utility Worker
 Utility Worker
 Utility Worker
 Utility Worker
 Utility Worker
 Utility Worker
 Utility Worker

Sewer Utility

Robert Stacy

Kyle Fogg

Jacob Flannery

Christopher Risner

Lead Utility Worker
 Utility Worker
 Utility Worker
 Utility Worker

Buildings, Grounds and Cemetery

Tyler Kennel
Keith Hewitt

Lead Utility Worker
Utility Worker

Motor Pool

Todd Frank
Jim Hansen

Lead Mechanic
Mechanic

TREASURER'S OFFICE



This past year of 2020 was a challenging year for virtually everyone in our community due to the outbreak of the Covid-19 pandemic. In the Treasurer's office, we worked to be accommodating to all of our tax and utility payments. To that end, there were no water shut-offs after March 1st and for all residents we provided safe alternatives to coming inside Town Hall to make payments.

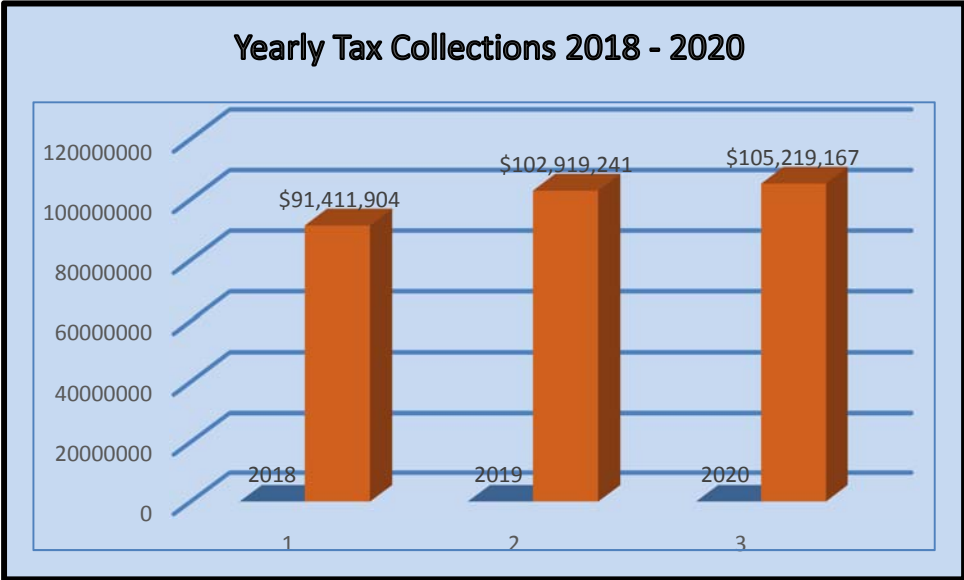
In June, we opened two outdoor customer service pods. The Treasurer's pod provided our residents with access to many services without having to set foot in our buildings. With the cooperation of our residents, we reduced traffic at the Treasurer counter by 90%, creating a safer environment for everyone. In November, we moved the Treasurer's service counter into the Town Hall room where we can continue the safe practices.

The Treasurer's Office is required by law to receive and take charge of all funds belonging to the Township and those funds to be distributed to other taxing authorities. These collections are primarily real estate and personal property taxes, but also include fines, licenses, permits, deposits, bonds, and fees.

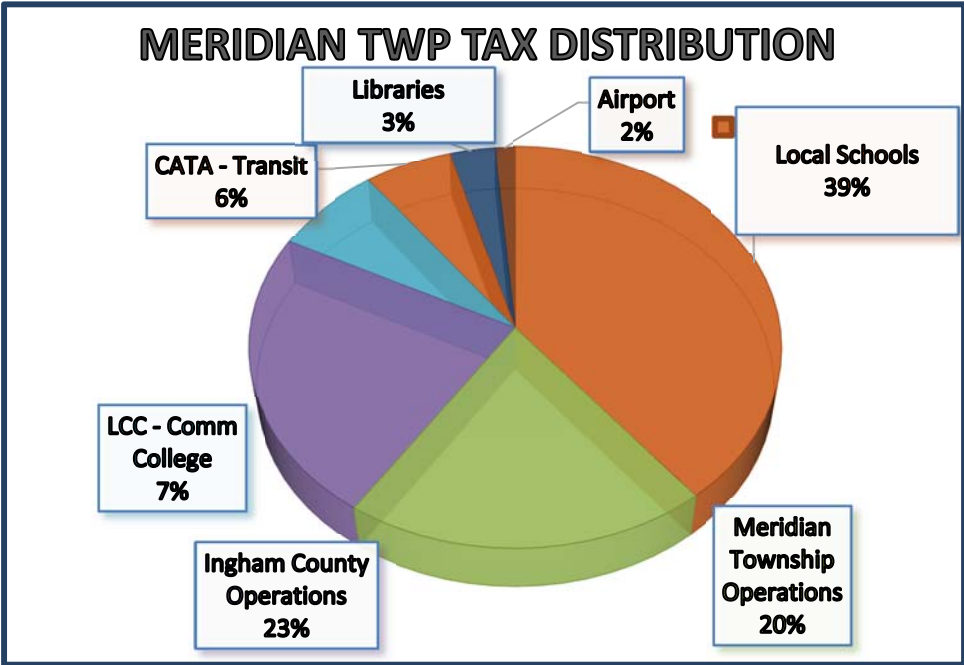
The Treasurer is required to pay out funds to local school districts. In Meridian Township, these include the Okemos, Haslett, East Lansing, Williamston school districts, Ingham Intermediate Schools, and Lansing Community College. Other governmental units also receive tax money from Meridian Township according to each taxing authority's millage. Temporary surplus funds are invested prudently with the emphasis on the safety of the principal as required by state law.

During the calendar year 2020, the Treasurer's Office reported:

- Total property taxes collected and processed in 2020 were \$105,219,167, up from \$102,919,241 in 2019, and \$95,411,904 in 2018.



These receipts were distributed to our local school districts, Ingham County, Lansing Community College (LCC), Capital Area Transit Authority (CATA), Capital Area District Library (CADL) and the Capital Region Airport Authority (CRAA), and Meridian Township operations.



Non-tax receipts in 2020 totaled \$13,436,310.79. These receipts include grants and revenue sharing from the State of Michigan, along with other permits, and fees.

- Total delinquent personal property taxes collected in 2020 was \$38,215.68.
- Investment income for 2020 was \$492,180 in earnings from all investments. This is down for the \$733,404 in investment income in 2019, and similar to the \$476,679.01 earned in 2018. With the onset of the Covid-19 pandemic in February, rates on investments dropped precipitously. In April of 2020 dividend rates fell to .15% where they remain.
- There were ten new bankruptcies/receiverships filed by businesses in Meridian Township in 2020, up from three bankruptcies in 2019. At the end of 2020, \$37,198.27 in delinquent personal

property taxes due to bankruptcies were owed, compared to \$5,658.39 in 2019.

- The Treasurer's staff worked with the Finance Director to continue to implement our new on-line payment system, Invoice Cloud. The Invoice Cloud on-line payments portal provides more options for electronic payments for our residents, without any additional costs to our tax and utility payers. In the past year, the move to Invoice Cloud in 2019 saved Meridian Township over \$50,000 in bank fees and other costs associated with the previous on-line payment system.
- The Treasurer invested the 2019 Meridian Road Bond proceeds of \$10,804,047 in 12 certificates of deposit with maturity dates matching the expected payouts for road work over the first three years of the Meridian Township road improvement plan.
- The Treasurer served as a Township Board member and attended semi-monthly meetings, and presented quarterly and special reports to the Township Board on investments, collections and expenditures.
- In 2020 the Treasurer's staff worked closely with other Township departments and organizations:
 - Assisted the assessor with various Tax Tribunal property tax appeal cases.
 - Assisted the Finance Director with approval of paperwork for audit purposes.
 - Served on the Meridian Township Pension Board.
 - Assisted the Meridian Brownfield Reinvestment Authority (BRA).
 - Served as the Treasurer of the Meridian Economic Development Corporation (EDC).
 - Member of the Meridian Township Transportation Commission.
 - Member of the two service clubs: Rotary and Kiwanis Clubs of Haslett & Okemos.
 - Member of the Capital Area Treasurers Association (CAT).

Residents can receive free tax information on their own property by using the Township website (www.meridian.mi.us) or calling the Treasurer's Office at (517) 853-4140

TEAM MEMBERS

Phil Deschaine, Treasurer
Mary Ann Groop, Deputy/Assistant to the Treasurer
Stephaney Guild, Bookkeeper