

MERIDIAN TOWNSHIP 2016 ANNUAL REPORT



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TOWNSHIP BOARD MEMBERS

Ronald J. Styka, Supervisor

Brett Dreyfus, Clerk

Julie Brixie, Treasurer

Phil Deschaine, Trustee

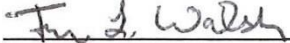
Patricia Herring Jackson, Trustee

Dan Opsommer, Trustee

Kathy Ann Sundland, Trustee



TO: Township Board

FROM: 
Frank L. Walsh, Township Manager

DATE: February 17, 2017

RE: **2016 Annual Report**

The Meridian Township Management Team is pleased to present you with the Township's 2016 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 2016 operations. This report is a compilation of activities written by staff from each department.

Distribution of the Annual Report is limited to those individuals on boards and commissions who specifically request a copy. A copy of this report will be on file in the Clerk's Office, both libraries and posted on the Township's site at www.meridian.mi.us.

Please feel free to contact me or any Department Director should you have any questions regarding this report. We will continue our efforts in 2017 to work as a team united in spirit for the betterment of our 42,000 Township residents.

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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.

GENERAL ACCOUNTING

- Maintained financial records for all Township Funds.
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for 2015.
- Monitored financial condition to assure compliance with the Policy Governance Manual.
- Coordinated the annual financial audit for the year ended December 31, 2015.
- Provided assistance to the Township Manager and departments in preparing the 2017 recommended budget as well as 2016 budget amendments.
- Complied with evolving state requirements regarding transparency to remain eligible for statutory state shared revenue.
- Continued to expand the usage of the Miscellaneous Receipts module in BS&A for tracking Township receivables.

ACCOUNTS PAYABLE

- Processed and paid all invoices for the Township with 3,000 checks totaling \$11.6 million from the common cash account, 431 checks totaling \$7.4 million from the public works account, and 242 checks totaling \$38.1 million through the trust and agency account.
- Recorded 2,833 credit card transactions totaling approximately \$274,600.
- Issued over 460 purchase orders totaling \$4.5 million.

UTILITY BILLING

- Calculated, printed, mailed, and receipted payments of water and sewer bills for approximately 12,300 customers. This involved uploading/downloading hand-held reading equipment on a regular rotating scheduled basis and issuing a monthly average of 4,500 bills. Invoices represented over 1,050,117,000 gallons of metered water totaling approximately \$9.3 million for water/sanitary services in 2016.
- Processed over 3,239 utility work orders for meter changes, final bills, or to confirm a meter reading.
- Processed approximately 14,400 on-line utility payments totaling \$2,093,295 by ACH or credit card. The Township has 1,707 customers enrolled in monthly electronic bill pay. Electronic payments are also accepted on an as needed basis for those customers not enrolled.

TEAM MEMBERS

Miriam Mattison, Director (hired April 2016)
Dawn Hudecek, Bookkeeper
Deanne Feldpausch, Bookkeeper
Danielle Hughes, Bookkeeper

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 2016 under the leadership of the Township Manager's office:

- Coordinated the 2016 Goals and Objectives process.
- Created options to implement a long-term plan to stabilize the Township's underfunded pension funds.
- Negotiated with all seven (7) bargaining groups for new employment contracts.
- Continued to see opportunities to reduce overall operating costs.
- Worked with the Ingham County Road Department and the Township's Local Roads Committee on the 2016 Local Roads Program.
- Development and oversight of the Township's 2017 Budget.
- Provided a comprehensive review of the Township's Redi-Ride public transportation system.
- Continued the efforts to enhance economic development in the Township.
- Created a diversity and inclusion strategy supported by leadership and employee involvement to maintain a well-rounded workforce.
- Initiated the website renovation and branding campaign.
- Assisted with the redevelopment of the former Central Fire Station/MARC property.
- Sustained and enhanced our positive working relationship with Michigan State University.
- Spearheaded the formation of a Transportation Committee to begin an evaluation of the transportation services.
- Attended the monthly meetings of the Okemos Downtown Development Authority and the Economic Development Corporation.

TEAM MEMBERS

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

ASSESSING DEPARTMENT

RESPONSIBILITIES AND 2016 ACTIVITY

Routine Tasks:

- Maintained parcel records and created new records for property splits.
- Tracked all building permits and added new value to the assessment roll.
- Processed all recorded deeds and property transfer affidavits.
- Reviewed sales studies for level of assessment ratio determination.
- Appraised all taxable real and personal property in the Township.
- Maintained assessing data pertinent to each parcel.
- Held meetings for the March, July, and December Boards of Review.
- Prepared defenses for appeals to the State Tax Commission and the Michigan Tax Tribunal.
- Prepared the annual assessment roll and mailed notification of value changes to taxpayers.
- Prepared required forms for the State of Michigan and Ingham County.
- Calculated the millage rates and rollback factors for the Township.
- Compiled various millage rates from the taxing authorities to levy property taxes; authorized the levy of taxes by the Township.
- Kept informed of legislation pertaining to property assessment and other issues affecting local government.
- Explained assessment practices, property tax law, and Township policies to taxpayers.
- Administered principal residence exemptions.
- Performed land and building sketches in the assessing software.
- Updated photos of real property parcels with digital photographs.

Special Projects:

- Conducted an annual field review (i.e., reinspection) of properties for accuracy in assessing.
- Conducted an Assessor's Review to provide an informal appeal opportunity to property owners.

TEAM MEMBERS

David Lee, Assessor
Jennifer Flower, Appraiser
Marti Townsend, Assessing Clerk
David Upchurch, Appraiser

2016 TOP TEN TAXPAYERS

MERIDIAN TOWNSHIP 2016 TOP TEN TAXPAYERS (BY TAXABLE VALUE)					
RANK	TAXPAYER	PROPERTY TYPE	REAL PROPERTY TAXABLE VALUE	PERSONAL PROPERTY TAXABLE VALUE	TOTAL TAXABLE VALUE
1	MERIDIAN MALL, LP	RETAIL	\$30,812,928	\$216,600	\$31,029,528
2	C150 2929 HANNAH LOFTS, LLC	APARTMENTS	\$19,992,512	\$640,000	\$20,632,512
3	CONSUMERS ENERGY COMPANY	UTILITY	\$994,843	\$19,109,100	\$20,103,943
4	EAST LANSING I, LLC	APARTMENTS	\$12,735,091	\$941,400	\$13,676,491
5	EAST LANSING ATHLETIC CLUB, INC.	HEALTH CLUB	\$8,951,800	\$984,100	\$9,935,900
6	MICHIGAN PROPERTIES III, LLC	APARTMENTS	\$9,352,514	\$0	\$9,352,514
7	LOUIS J. AND GEORGE F. EYDE LIMITED FAMILY PARTNERSHIP, LLC	APARTMENTS	\$9,029,478	\$0	\$9,029,478
8	BRANDYWINE CREEK II, LLC	APARTMENTS	\$8,276,270	\$0	\$8,276,270
9	ACC OP, LLC	APARTMENTS	\$7,734,879	\$0	\$7,734,879
10	CLUB MERIDIAN LOUIS EYDE, LLC	APARTMENTS	\$7,112,647	\$0	\$7,112,647

2016 VALUE SUMMARY

PROPERTY CLASS	PARCEL COUNT	SEV	TV
Agricultural	3	834,400	465,026
Commercial	678	422,906,400	372,873,221
Industrial	43	3,597,500	2,970,537
Residential	13,068	1,336,783,800	1,206,786,54
Personal	1,670	56,931,100	56,931,100
Exempt	319	0	0
TOTALS:	15,781	1,821,053,200	1,640,026,43

2016 BOARD OF REVIEW ACTIVITY

PROPERTY CLASS	MARCH APPEALS	JULY CORRECTIONS	DECEMBER CORRECTIONS
Agricultural	0	0	0
Commercial/Industrial	9	0	2
Residential	78	40	28
Personal	16	1	0
Poverty/Veteran's Exemptions	18	6	1
Principal Residence Exemptions	0	26	17

2016 Board of Review Members

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

CLERK'S OFFICE

RESPONSIBILITIES AND 2016 ACTIVITY

The responsibilities of the Meridian Township Clerk are largely set by state statute and include: Election Administration; maintaining voter registration files; serving as an officer and voting member of the Meridian Township Board; keeper of official Township records; minutes preparation for the Township Board, Planning Commission, and Zoning Board of Appeals; updating the Code of Ordinances Book; publishing all legal notices; maintaining the Township general ledger; preparing warrants for checks; serving as official Freedom of Information Act Coordinator; providing Notary Public services; and a multitude of additional duties and responsibilities.

In 2015, the Township Clerk graduated from a comprehensive three (3) year training program and attained the designation of Certified Michigan Municipal Clerk (CMMC). Instruction for the official Clerk certification program is provided by Central Michigan University in partnership with the Michigan Association of Municipal Clerks.

BOARDS AND COMMISSIONS MEMBER LISTS

The Clerk's Office maintains the member lists for all official Meridian Township Boards, Commissions, Committees, Authorities, and various public bodies.

CODE OF ORDINANCES ONLINE

The Clerk's Office completed the transition to General Code Corporation for the codification and publication of Township ordinances. Traditional services provided include publishing all ordinances in a single binder (with copies distributed to appropriate staff and public officials), checking new ordinances for compliance with Michigan law, and completion of updates for both the full Code of Ordinances Book and the smaller zoning portion of the Ordinance Book.

A high priority of the Clerk was to transition our Codebook to a comprehensive online system that was user-friendly and easy-to-navigate. Meridian Township's ordinances can now be easily accessed through a link on the Township website. Users can enter queries using simple keyword searches and then review a list of results in a style and format similar to how Google displays search results. The new online codebook allows users to quickly find the ordinances they are seeking and makes it easy to print out relevant sections. The online code is updated upon the effective date of new ordinances; new and changed ordinances are merged into the Ordinance Book on an annual basis.

ELECTION ADMINISTRATION

The Electronic Poll Book (EPB) was introduced to Election Workers and the voting public in the August 2010 Primary Election. The EPB is designed to automate the voter verification and ballot tracking functions carried out by the boards of election inspectors at the polls on Election Day. The application also supports the automatic uploading of voter history into the QVF (Qualified Voter File) following the election. The Michigan Department of State's Bureau of Elections provided laptop computers (one per precinct) free of charge to cities and townships for this program.

Michigan's Qualified Voter File (QVF) continues to be recognized around the nation for its innovative use of technology for effective, efficient statewide voter registration data. The statewide file contains computerized signatures to ease the cumbersome process of checking signatures prior to issuing absentee ballots as well as other signature checking requirements. The QVF tracks voters through daily changes to Michigan's Driver License file and simultaneously transfers the information to Meridian Township where it is reviewed/verified and accepted.

The Clerk's Office registers new voters and manages address changes, cancellations, absentee ballots, overseas voting, and the issuance of voter registration cards. Numerous other duties related to election administration include: preparation, publication and posting of all public notices, performing state-mandated accuracy testing on tabulators and Automarks, supervising the set-up and logistics for each polling location, providing information related to polling locations, processing ballots, transmitting election data to the County Clerk, and determining preliminary election results. The Clerk's Office recruits and manages a corps of election workers (also called election inspectors) that staff the polling locations in our 19 voting precincts, and the office provides state-mandated training for all election inspectors, including hands-on practice with the Electronic Poll Book. Duties also involve confidential storage of ballots and other election-related documents and materials as directed by State of Michigan statutes.

In 2016, the Clerk's Office carefully initiated a new election procedure with the introduction of Absentee Ballot Counting Boards. These Boards improve efficiency in handling and processing absentee ballots during high-turnout elections, while maintaining strict privacy and security protocols to preserve the integrity of the secret ballot. 3 AV Counting Boards were utilized in the 2016 General Election, and it is anticipated that the number will increase to 5 for the Gubernatorial Election in 2018 and 6 for the Presidential Election in 2020.

2016 ELECTIONS CONDUCTED IN MERIDIAN TOWNSHIP

March 8, 2016 PRESIDENTIAL PRIMARY

112 Election Inspectors were employed to manage 19 precincts.

Republican Party Presidential Primary

President of the United States

John R. Kasich	2068
Donald J. Trump	1335
Ted Cruz	1073
Marco Rubio	673
Uncommitted	103
Jeb Bush	78
Ben Carson	73
Rand Paul	16
Chris Christie	12
Carly Fiorina	7
Mike Huckabee	6
Rick Santorum	5
Lindsay Graham	4
George Pataki	3

Democratic Party Presidential Primary

President of the United States

Bernie Sanders	3955
Hillary Clinton	3602
Uncommitted	70
Martin O'Malley	6
Roque de La Fuente	3

Voter turnout for the Presidential Primary was 44.37% (13115 voters) in Meridian Township.

August 2, 2016 PRIMARY ELECTION

REPUBLICAN PARTY

Congressional

Representative in Congress 8th District
Mike Bishop **1794**

Legislative

Representative in State Legislature 69th District
George Nastas III **1701**

County Prosecuting Attorney

Billie Jo O'Berry **1057**
Monica Stephens 644

County Sheriff

Eric Trojanowicz **1687**

County Clerk

Joseph W. Werner **1658**

Treasurer

Bruce Little **1661**

Register of Deeds

Gloria G. Richards **1653**

Drain Commissioner

George Platsis **1646**

County Commissioner 11th District
Xavier Durand-Hollis 893

County Commissioner 12th District
Christopher Pawsat 755

Township Supervisor
Tom Klunzinger 1608

Trustee (4 to be elected)
Brian Czubak 1467
Debra Lee Piper 1434
Jared S. Wilson 1396

Delegates to County Convention

Precinct 1 (5 to be elected)
Brian Beauchine 90
George Nastas III 90
Bruce A. Little 82

Precinct 2 (3 to be elected)
Tom Klunzinger 72
Debra Lee Piper 71
R. Scott Shaw 71

Precinct 3 (3 to be elected)
Jim Durr 81

Precinct 4 (5 to be elected)
Mary Dressel-Morris 99
John Morris 99
Patricia Kateley 99
Neil D. Isaacs 95

Precinct 5 (4 to be elected)
Norman Stockmeyer 59
Paul Adams Lello 57

Precinct 6 (3 to be elected)
John Truscott 46

Precinct 7 (5 to be elected)
 No candidates

Precinct 8 (5 to be elected)
Sarah Hubbard 81

Precinct 9 (4 to be elected)
Brian Czubak 101
Marilyn Britten 99

Precinct 10 (5 to be elected)
Xavier Durand-Hollis 77

Precinct 11 (3 to be elected)
Nikki Wang 38
Mark L. Van Drie 38
Carol Van Drie 37

Precinct 12 (2 to be elected)
Jonathan L. Wilson 33
Jared S. Wilson 32

Precinct 13 (4 to be elected)
Jan Criss 81
Sam Frangie 80
Stephen Linder 78

Precinct 14 (5 to be elected)
Christopher Pawsat 54
Steve Desautel 54
Joan M. Fabiano 51

Precinct 15 (5 to be elected)
George Platsis 105
Bruce A. Timmons 104
Michael Nussdorfer 104
Dan Wells 104
Jude Wells 103

Precinct 17 (5 to be elected)
Sally Bolema 66
Theodore R. Bolema 66
Jim Murray 64
Joseph M. Guzman 62
Ana Maria R. Guzman 60
Fanitsa Wellman 40

Precinct 18 (2 to be elected)
Ross Abraham 32
Marla Rieli Braun 28

Precinct 19 (4 to be elected)
Chris Gustafson 99
Claudia R. Scott 95
George Scott 93

Precinct 20 (5 to be elected)
William Danhof 128
Nancy Danhof 127
Melanie Foster 123
John T. Foster 118

DEMOCRATIC PARTY

Congressional
 Representative in Congress 8th District
Melissa Gilbert 3881

LegislativeRepresentative in State Legislature 69th District**Sam Singh** **5032**County Prosecuting Attorney**Carol Siemon** **2688**

Patrick W. O'Keefe 1072

Thomas English 913

Brian T. Jackson 414

County Sheriff**Scott A. Wigglesworth** **4678**County Clerk**Barb Byrum** **4876**Treasurer**Eric Schertzing** **4846**Register of Deeds**Derrick Quinney** **4575**Drain Commissioner**Patrick Lindemann** **4623**County Commissioner 11th District**Teri Banas** **2314**County Commissioner 12th District**Deb Nolan** **2413**Township Supervisor**Ronald J. Styka** **3459**

Milton L. Scales 1594

Clerk**Brett Dreyfus** **2791**

Gayelord Mankowski 2347

Treasurer**Julie Brixie** **4453**Trustee (4 to be elected)**Patricia Jackson** **2979****Dan Opsommer** **2855****Phil Deschaine** **2833****Kathy Sundland** **2812**

Brett DeGroff 2786

John R. Veenstra 2420

Park Commissioner (5 to be elected)**Amanda A. Lick** **3551****Annika B. Schaetzl** **3478****Mark Stephens** **3429****Michael McDonald** **3344****Richard J. Baker** **3329**Delegates to County ConventionPrecinct 1 (7 to be elected)**Thomas Motherwell** **226****Winifred Motherwell** **225****Michael Huerta** **219****Doug Pratt** **214**Precinct 2 (7 to be elected)**Diane Downer** **167****Amanda Dolinski** **164****Terri Giannola** **149**Precinct 3 (7 to be elected)

No candidates

Precinct 4 (9 to be elected)**Matthew J. Heos** **260**Precinct 5 (6 to be elected)

No candidates

Precinct 6 (4 to be elected)**Dianne Holman** **149****Russell LaForte** **107**Precinct 7 (9 to be elected)

No candidates

Precinct 8 (10 to be elected)**Phil Deschaine** **349**Precinct 9 (9 to be elected)**David Winder** **279**Precinct 10 (10 to be elected)

No candidates

Precinct 11 (5 to be elected)

No candidates

Precinct 12 (6 to be elected)**Gregory Gavrilides** **131****Robert A. Wade, Jr.** **131**Precinct 13 (7 to be elected)

No candidates

Precinct 14 (7 to be elected)**Dan Fox** **177**Precinct 15 (9 to be elected)

No candidates

Precinct 17 (9 to be elected)**Rosanne Renauer** **192****Jeffrey Nyquist** **182**

Scott Hendrickson
Precinct 18 (7 to be elected)
No candidates

172

No candidates

Precinct 20 (7 to be elected)
No candidates

Precinct 19 (8 to be elected)

PROPOSALS

Ingham County:

PUBLIC TRANSPORTATION SYSTEM FOR ELDERLY AND DISABLED MILLAGE QUESTION

For the purpose of reauthorizing funding for a transportation system to be used primarily by elderly and disabled persons in Ingham County at the same combined total millage level previously approved by the voters in 2010 and 2012, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 60/100 (.60) of one mill, \$.60 per thousand dollars of state taxable valuation for a period of five years (2016-2022) inclusive? If approved and levied in full, this Millage will raise an estimated additional \$4,096,250 for the transportation system in the first calendar year of the levy based on state taxable valuation.

YES 5613
NO 1965

ANIMAL CONTROL SHELTER REPLACEMENT AND OPERATIONAL MILLAGE QUESTION

For the purpose of supporting funding for County animal program services, including constructing, equipping and financing, and subsequently operating a new county animal shelter which would replace the existing facility with one that will be more sanitary, humane, and efficient to staff, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 24/100 (0.24) of (1) mill, \$0.24 per thousand dollars of state taxable valuation, for a period of six (6) years (2016-2021) inclusive? If approved and levied in full, this Millage will raise an estimated \$1,638,500 in the first calendar year of the levy, based on state taxable valuation.

YES 5160
NO 2448

EMERGENCY TELEPHONE SERVICE (911 SERVICE) MILLAGE QUESTION

For the purpose of renewing funding for a comprehensive countywide 911 Emergency Telephone and Dispatch System at the same millage level previously approved by the voters in 1996, 2000, 2004, 2008 and in 2012, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 0.8500 mills, \$0.85 per \$1,000 of taxable value, be continued and renewed, for a period of four (4) years (2016-2019) inclusive? If approved and levied in full, this millage will raise an estimated \$5,803,020 for the countywide 911 Emergency Telephone and Dispatch System in the first calendar year of the levy based on taxable value.

YES 6517
NO 1087

JUVENILE MILLAGE RENEWAL QUESTION

For the purpose of funding the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles, at the same millage level previously approved by the voters in 2002, 2006, and in 2012 shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 60/100 (0.60) of one mill, \$0.60 per thousand dollars of state taxable

valuation, be continued and renewed for a period of five years (2017-20121) inclusive? If approved and levied in full, this millage will raise an estimated \$4,165,828 for juvenile housing and programming purposes in the first calendar year of the levy based on taxable value.

YES 5805
NO 1745

Meridian Township:

MILLAGE RENEWAL PROPOSAL FOR PEDESTRIAN AND BICYCLE PATHWAYS

Proposal to allow the Charter Township of Meridian to renew and increase the levied millage for pedestrian and bicycle pathways purposes on all taxable property within the Charter Township of Meridian.

Shall the previous voted increase in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution in the Charter Township of Meridian of 0.3333 mill (33.33¢ per \$1,000 of taxable value) initially approved in 1974, reduced to 0.2765 mill (27.65¢ per \$1,000 of taxable value) by the required millage rollbacks, and expiring after 2016, be renewed and increased to 0.3333 mill (33.33¢ per \$1,000 of taxable value) for twelve (12) years commencing in 2017 and continuing through 2028, inclusive, for the purpose of providing supplemental funding to be used for the construction, maintenance, and improvement of pedestrian and bicycle pathways, raising an estimated \$546,622.00 in 2017?

YES 5159
NO 2438

Voter turnout for the Primary Election was 26.49% (7920 voters) in Meridian Township.

161 Election Inspectors were employed to manage 19 precincts.

November 8, 2016 GENERAL ELECTION

<u>FEDERAL</u>		Billie Jo O'Berry	8628
<u>President/Vice-President</u>		<u>County Sheriff</u>	
Hillary Clinton/Tim Kaine 14417		Scott A. Wriggelsworth 13029	
Donald J. Trump/Michael R. Pence 6971		Eric Trojanowicz 8802	
Gary Johnson/Bill Weld 751		<u>County Clerk</u>	
Jill Stein/Ajamu Baraka 256		Barb Byrum 14270	
Darrell L. Castle/Scott N. Bradley 1		Joseph W. Werner 7190	
Emidio Soltysik/Angela Walker 6			
<u>US Congress (8th District)</u>		<u>County Treasurer</u>	
Suzanna Shkreli 12769		Eric Schertzing 14038	
Mike Bishop 8641		Bruce Little 7403	
Jeff Wood 429		<u>Register of Deeds</u>	
Maria Green 334		Derrick Quinney 12677	
Jeremy Burgess 97		Gloria C. Richards 8109	
<u>State Representative (69th District)</u>		<u>Drain Commissioner</u>	
Sam Singh 14930		Patrick Lindemann 13966	
George Nastas 7118		George Platsis 7320	
<u>County Prosecuting Attorney</u>		<u>County Commissioner 11th District</u>	
Carol Siemon 13044		Teri Banas 7071	
		Xavier Durand-Hollis 3851	

County Commissioner 12th District
Deb Nolan 6282
 Christopher Pawsat 4083

MERIDIAN TOWNSHIP BOARD

Township Supervisor
Ronald J. Styka 14036
 Tom Klunzinger 7315

Township Clerk
Brett Dreyfus 16501

Township Treasurer
Julie Brixie 12130
 Erik H. Lindquist 7160

Trustee (4 to be elected)
Phil Deschaine 12814
Dan Opsommer 12470
Patricia Herring Jackson 12432
Kathy Ann Sundland 12237
 Brian Czubak 8141
 Debra Lee Piper 8038
 Jared S. Wilson 7078

Park Commissioner (5 to be elected)
Amanda A. Lick 14036
Richard J. Baker 13793
Mark Stephens 13665
Michael McDonald 13544
Annika Brixie Schaetzl 13516

LOCAL SCHOOL ELECTIONS

Lansing Community College Trustee
 (2 to be elected)
Angela Mathews 9416
Robert Proctor 8273
 Alex Azima 7830
 Ryan Buck 7776
Lansing Community College

PROPOSALS

Ingham County:

POTTER PARK ZOO AND POTTER PARK MILLAGE RENEWAL QUESTION

For the sole purpose of renewing for the continued operation of the Potter Park Zoo and Potter Park, including funding for operations, maintenance, and improvements, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be renewed at up to 0.41 mill, \$0.41 per thousand dollars of state taxable valuation, for a period of five (5) years (2016-2020) inclusive? If approved and levied in full, this millage will raise in the first calendar year of the levy an estimated \$2,799,104 for

Trustee (partial term)
Larry Meyer 13163

Haslett Public Schools Board Member (3 to be elected)

Tammy Lemmer 3207
Greg Bird 3026
Molly Polverento 2996
 Tim Griffin 2826

Okemos Public Schools Board Member (4 to be elected)

Melanie C. Lynn 6846
Erica Wolf 6748
Sarah Wohlford 6642
Tonya Rodriguez 6612

East Lansing Public Schools Board Member (3 to be elected)

Hillary Henderson 893
Nichole Martin 857
Erin Graham 802
 Kyle Gerrant 782
 Kath Edsall 617
 Mike Conlin 616
 Robert Clark 343

Williamston Community Schools Board Member – 6 year term (2 to be elected)

Sarah Belanger 148
Christopher Lewis 139

Williamston Community Schools Board Member – partial term ending 12/31/2020

(2 to be elected)
Joel Gerring 140
Gregory Talberg 140

Williamston Community Schools Board Member – partial term ending 12/31/2018

Brandy Church 158

operations, maintenance, and improvements for Potter Park Zoo and Potter Park.

YES	16915
NO	4264

Voter turnout in the General Election was 73% (22,934 voters) in Meridian Township.

195 Election Inspectors were employed to manage 19 precincts.

FREEDOM OF INFORMATION (FOIA) COORDINATOR

The Clerk is the Freedom of Information Act (FOIA) Coordinator for Meridian Township.

The purpose of the Freedom of Information Act (Public Act 442 of 1976) is to allow citizens access to information about the priorities, deliberations, and decisions made by their government. The FOIA supports full disclosure of certain public records, unless a statutory exemption allows an agency or unit of government to deny disclosure. The Act details specific actions and timetables that public bodies must follow in order to remain in compliance.

Under sweeping changes in FOIA law enacted by the State legislature in 2015, the Clerk was responsible for writing and disseminating new, comprehensive Township FOIA policies which were compliant with new State of Michigan policies. The Township Board adopted the FOIA Procedures & Guidelines presented by the Clerk, which went into effect July 1, 2015. All Meridian Township FOIA forms and documents are available on the Township website and at the Township Municipal Building.

The Clerk's Office responded to fifty-eight (58) FOIA requests during 2016.

LEGAL NOTICES AND POSTING OF OFFICIAL TOWNSHIP MEETINGS

Several hundred legal notices, advising residents of upcoming meeting dates, agendas, information for public hearings, proposed resolutions, and ordinance changes were published during 2016.

NEIGHBORHOOD ASSOCIATIONS CONTACT LIST

The Clerk's Office maintains a list of Neighborhood Associations contact names, addresses, and phone numbers. This list is very useful to residents, business owners, township staff, public officials and others who may need to reach out to homeowners throughout our community. The list was "scrubbed" in 2015 for duplication and out-of-date information; a questionnaire was sent to all existing neighborhood associations to update contact information and add email and web addresses. Research was undertaken to identify new and previously unknown neighborhood organizations including condominium and homeowner associations in newer subdivisions. These groups were contacted in order to broaden our database to the greatest extent possible.

NEWSPAPER/HISTORY CLIPPING BOOK

The Clerk's Office continued to provide the clipping service from The State Journal, Towne Courier, and some State News and City Pulse articles relating to Meridian Charter Township activities. The Newspaper Clipping service commenced in the early 1960's, and clippings are complete through 2016.

NOTARY SERVICE

The Clerk's Office has Notary Public service available to residents. During 2016, all members of the Clerk's Office served the public as qualified Notary Publics, providing numerous citizens with notary services at no cost.

PETITION SIGNATURE VALIDATION PROCESS

The Clerk's Office carries the responsibility to verify and validate petition signatures received for school board candidates, all local candidates for public office, as well as periodic referendum and annexation petitions.

TOWNSHIP BOARD MEETING PACKETS AND MINUTES

The Clerk's Office coordinates the Township Board Meeting packets twice per month on the Friday before meetings. The meetings are recorded and minutes prepared by the Clerk's staff. The Clerk's Office also digitizes the Board packet and uploads the document to the Township website. The Clerk worked to add oversized documents (such as Site Plans and blueprints) to the Meridian Township website so citizens could access all relevant documents used by the Board in its deliberations.

TOWNSHIP CEMETERY OVERSIGHT

There were 19 lot sales and 37 burials during 2016. As a historical note, the newest section of the Glendale Cemetery was opened in April 2002, with the first burial in that section occurring in March 2003. Riverside Cemetery, while no longer available for burial, continues to be maintained by the Township. During the year 2004, cemetery records were entered into a new cemetery computer program created by the Township's Information Technology Department. The Clerk's Office responds to genealogical inquiries by referencing the original 11" x 18" leather bound books used to track cemetery records.

TOWNSHIP MAIL SERVICE

The Clerk's Office is vigilant in efforts to work with the U.S. Postal Service to ensure each department is using the most cost-effective method for all mailings. Since 2013, the Clerk's Office has utilized a new mail processing system that provides additional digital features with faster throughput and increased efficiency.

TOWNSHIP RECORDS MANAGEMENT

Evaluation of our record keeping needs, status, priorities, retention periods, and storage options (both paper and electronic) is an ongoing process. Each year the Clerk's Office reviews and updates record management procedures. We have placed emphasis on continually building efforts to permanently preserve records as well as increase the efficiency through which records may be retrieved.

ZONING BOARD OF APPEALS

Clerk's Office staff attends, records, and prepares the minutes for ZBA meetings.

CLERK'S ACTIVITIES

- Chair of the Meridian Township Election Commission
- Election Official for Haslett and Okemos Schools
- Board Liaison to the Meridian Economic Development Corporation
- Member of Tri-County Region Planning Commission: Urban & Rural Services Management Committee
- Member, Ingham County Health for All Project
- Member, Capital Area Municipal Clerks Association
- Member, Michigan Association of Municipal Clerks

TEAM MEMBERS

Brett Dreyfus, Township Clerk, CMMC (Certified Michigan Municipal Clerk)
Joan Horvath, CMC, Deputy Clerk and Assistant to the Clerk
Sandra Otto, Administrative Assistant II
Rebekah Lemley, Records Technician II

COMMUNICATIONS

NARRATIVE

The Communications Department of Meridian Charter Township serves eight main functions:

- Oversees the Video Service Uniform Agreements between Meridian Charter Township and video service providers including overseeing Metro Act Permits and handling video rights of way issues.
- Serves as the PIO (Public Information Office) for emergency situations as outlined in the Meridian Township Emergency Plan.
- Manages and provides Meridian Township external communications through video, print, social media, Meridian Township and HOMTV websites, third party websites, press releases, press conferences, and other forms of communications.
- Provides services for marketing and promotions of Township wide events, grand openings, ribbon cuttings, fundraisers, including the Meridian Cares Program and sponsorships for Township events.
- Operates and produces all content for HOMTV, the government access television station which appears on Comcast cable service. Operates CAMTV, the public access channel which appears on Comcast and AT&T U-verse.
- Operates an intensive multimedia television internship program which focuses on training in all areas of journalism, production, social media, and promotion. The HOMTV Internship Program strives to provide information to Township residents which provides a tremendous amount of hands-on real world experience for college students.
- Provides assistance to Township video cable subscribers with any unresolved ongoing disputes with video service provider(s).
- Provides staff support to the Cable Communications Commission.

MEMBERS OF THE CABLE COMMUNICATIONS COMMISSION IN 2016

Walter Benenson, Chair
Patrick Crowley, Vice Chair
Tunga Kiyak
Andrew Lathrop
Kevin Thatcher

ACCOMPLISHMENTS/ACHIEVEMENTS/AWARDS

New HOMTV Website

Ongoing, to be completed by the beginning of 2017.

New Township Website

The graphic design and wireframe (layout of the new site) has been approved. Clean up work, updates and changes on the old website continues in anticipation of the roll out of the new website in 2017. Once the new Township brand image has been decided, those graphics will be incorporated into the new design.

Township Branding Campaign

Phase 1 – Phase 3 of the Branding Campaign are complete. Phase 1 was the research phase which included a survey sampling of over 400 community members, businesses and elected and appointed officials. The survey results were analyzed by the Branding Selection Committee, Branding

Development Committee (BDC) and team leaders for review and creation of the branding image for the Township. The BDC spearheaded the new design concept. Phase 3 included collected data from department heads and team leaders for branding needs. The next part of the process will be a presentation to the Township Board on December 13th on the final 2 design concepts and final decision on the branding campaign.

DAS Strategic Plan

Ongoing

175th Anniversary Special Events

On Tuesday, July 5, 2016, the Township Board passed an Enactment Day Resolution proclaiming 2017 as the 175th Year of the Establishment of Meridian Township. Staff has planned several family friendly events in celebration of the Township's Anniversary; New Year's Eve Kick Off & Fireworks celebration at Studio C!, Enactment Day at the State Capitol, Fun in the Day at Lake Lansing, Independence Day Parade & Celebration, an Official Gus Macker Tournament and two different Rock the Block! Celebrations at Carriage Hills Shopping Center and Douglas J Salon & Spa in Downtown Okemos.

The Kick Off celebration featured fireworks over Central Park South and a family friendly New Year's Eve event at Studio C! - Okemos featuring the documentary "Meridian: The Lines That Define Us" presented by HOMTV. The Meridian Monitor 175th Special Edition Event Guide listing of all the events has been sent to 22,500 homes in Meridian Township. It will also be sent to 14 Michigan Welcome Centers, hotels in Meridian Township, Township buildings and various businesses.

Taste of Meridian has 15 participating businesses. We are waiting for one more to join the program. The Traveling Pictorial Exhibit has 9 locations verified. We are confirming the high schools this week and up to three other locations.

Fundraising

Taste of Meridian: \$2,100

Independence Day Banners: \$1,800 (we expect this to increase substantially)

Financial Sponsors: \$55,640 (we will continue to receive sponsors for the Gus Macker event which will double the sponsorship dollars)

In Kind Donations: \$49,400 (the amount will increase, as well)

HOMTV Online Video Transition Project

Ongoing, to be completed by the beginning of 2017.

SD to HD HOMTV Final Transition Project

Completed with the upgrade of SD studio cameras to HD and the installation of the HD transmission units.

Provide Fair and Balanced Election Coverage on HOMTV

HOMTV's Ballot Meridian 2016 Election coverage began in June for the Primary and continued through October for the General Election on November 8th. According to HOMTV's Operating Policies, "Candidates for elected office shall not be included in HOMTV programming during the time period ninety days before an election, with the exception of Township meeting coverage, special election coverage and coverage of incumbents performing official duties which warrant cablecasting. The Communications Director shall decide if equal time for opposing candidates is necessary to balance the coverage of incumbent candidate's performance of official duties." Candidate interviews and statements were produced and aired on HOMTV during the months July and October. The programs were recorded 'live to tape', which means there is no content editing of any program. Each candidate was given a standard list of questions 24 hours in advance of their interview. Playtimes were evenly balanced among candidates seeking the same office.

SPEAKING ENGAGEMENTS & CERTIFICATIONS

In 2016, Communications Administrative Assistant, Andrea Smiley and Social Media Specialist, Erin Cornett became Certified Tourism Ambassadors (CTA's) through the Greater Lansing Convention & Visitor Bureau's (GLCVB) Greater Lansing Tourism Ambassadors Program. As CTA's, the Department will be able to showcase and share information about the Township, encouraging visitors to stay at the hotels, experience the parks and trails and attend Township-wide events.

Deborah Guthrie, Communications Director:

- Board Member, Michigan ACM
- Chapter President, Michigan NATOA

Brandie Yates, Communications Specialist/Internship Coordinator:

- Speaker (HOMTV Internship Program): MSU ASCOT (Associated Students for Career Orientation in Technology) Convergence (2/19/16)
- Committee Member: MAB Marketing & Communications Committee Meeting (8/2/16)
- Speed Networking Mentor: MAB Broadcasting Career Builder Conference (11/18/16)

EVENTS

Ribbon Cutting Ceremonies

LIVE COVERAGE ON HOMTV: Whole Foods, Central Fire Station Grand Opening, Orlando Park - Storywalk, Wonch Park, Okemos High School Weight Room. HOMTV acquired a TVU pack which provided LIVE audio and video of the event on-air with only a small amount of latency.

Celebrate Meridian

The Communications Department created the event program guide, PSA's, website updates on celebratemeridian.com and meridian.mi.us, social media promotions and press releases. The Department also scheduled interviews and promotions for Parks & Recreation Director LuAnn Maisner to appear on local television.

PRINT PUBLICATIONS

The Communications Department produced four Township-wide publications: the semi-annual Parks & Recreation Family Fun Guide, two Meridian Monitor newsletters, the monthly Meridian Senior Center newsletter, three quarterly editions of the Alumni Scoop newsletter and various posters and flyers for other Township departments. In addition, the Communications Department wrote 155 press releases for various departments with more than 75% of those covered by local media outlets.

SPONSORSHIPS

Media Sponsorships & Monetary Value for 2016

In 2016, HOMTV sponsored six (6) events throughout the community. As a media sponsor, HOMTV offers a number of amenities at no charge, such as press releases, promotions, social media posts, news story coverage and mentions in programs.

Michigan Parkinson Foundation – \$2,000.00 (10/8/16)
American Heart Association - \$2,510.00 (10/1/16)
Alzheimer's Association - \$2,010.00 (9/25/16)
Lansing 5:01 – \$900.00 (multiple events - summer 2016)
MSU Safe Place "Race for the Place" – \$1,255.00 (4/17/16)
MSU Science Festival – \$755.00 (4/15/16)

Intern Appreciation & Golden Tape Awards Ceremony

Each year, HOMTV hosts an Intern Appreciation & Golden Tape Awards Ceremony to recognize the hard work and dedication of the HOMTV interns. The following companies/organizations provided monetary and/or in-kind donations for the 2016 event: Leightronix, Inc., Kitch Attorneys & Counselors, AVI Systems and Great Lakes Audio & Visual.

SOCIAL MEDIA – ONLINE CONTENT

The Communications Department oversees and supplies content to the HOMTV, Meridian Township, Celebrate Meridian, and Meridian Celebrates 175th websites. The Department also manages content across 25 different social media accounts.

The highest average number of people reached at any given time for the Meridian Township fan page in 2016 was over 10,000 people. The highest average number of people reached at any given time on the HOMTV fan page in 2016 was 6,000. At the time of this report, the Township Facebook page had 3,574 likes and the HOMTV Facebook page had 1,265 likes.

The Communications Department oversees 7 Twitter accounts. At the time of this report, the accounts had 5,956 followers.

The Communications Department oversees the following social media accounts:

- 1 Instagram account (HOMTV)
- 2 Flickr accounts (Meridian Township, HOMTV)
- 1 Pinterest account (Meridian Township)
- 2 YouTube channels (Meridian Township, HOMTV)
- 2 LinkedIn company pages (Meridian Township, HOMTV)
- 1 LinkedIn group (HOMTV Alumni)
- 1 LinkedIn showcase page (Harris Nature Center)
- 2 Facebook groups (HOMTV Alumni, HOMTV Interns)
- 2 Wordpress Blogs (HOMTV News, Manager's Perspective)

Social Media Campaign

By utilizing social media campaigns, marketing efforts can have an increase in targeting and measurability for the brand, fundraiser, event, etc. Social media campaigns call for action from users, can be promoted across multiple platforms, and can help monitor performance.

Rock the Vote Campaign

This campaign was coordinated with the Clerk's office and included a tri-fold display, an on-air PSA that could be seen on HOMTV and at both Haslett and Okemos schools, as well as, student event rally's held at both public schools in order to increase the number of voter registration applications. The event was a huge success! The campaign tapped into a student audience that otherwise would not have been available to reach. The Township Clerk stated, "The display was quite attractive in terms of layout, color scheme, and general content. The large checkmark (which also serves as the "V" for Vote!) was a particularly effective graphic, and the photos selected were relevant and very appropriate for our target demographic of students. The effort truly paid off!"

We received a record 59 voter registration applications – far exceeding the typical response rate when we conduct this kind of outreach activity to potential voters.

Scoop the Poop Campaign

The Communications Department created the Scoop the Poop Pledge Campaign for the Parks and Recreation Department. The goal was to bring awareness to the community about the dangers of not cleaning up after your dogs while in the Township parks and to encourage a cleaner environment for residents and visitors by pledging to pick up after their pet. The Department utilized social media

to raise awareness about the campaign using #ScoopthePoop. Posts were made to the Parks and Recreation Facebook Page twice a week, for the duration of 5 weeks. A customized promotional video was created and graphics featuring residents with their dogs as well as volunteers and pets from the Capital Area Humane Society were used to promote the pledge. Promotional material was created for the Meridian Monitor publication. The Scoop the Poop campaign also coincided with efforts of stormwater management. This campaign in total reached over 10,000 people from the Parks and Recreation Facebook, with an increase of 68 likes on the page.

HOMTV AND CAMTV PRODUCTION TOTALS

NUMBER OF NEW HOMTV PROGRAMS AIRED DURING EACH MONTH

Program	Jan	Feb	Mar	April	May	June	Jul y	Au g	Sep t	Oct	No v	De c	Total	Hours
All Access	1	3	4	4	3	5	4	4	4	4	3	1	40	15:09:22
Beyond the Badge	1	1	1	1	1	1	1	1	1	1	1	1	12	04:22:44
Coffee Break	1	3	1	2	2	2	2	3	3	2	3	0	24	09:34:34
Community Connection	0	0	0	0	0	0	0	1	0	0	0	0	1	0:26:58
Meridian News Now	3	8	4	4	2	4	3	4	3	5	4	2	45	49:33:14
HOM Entertainment	0	1	1	1	1	1	1	1	1	1	1	1	11	04:27:36
HOMTV Promo	0	3	9	2	1	9	9	3	6	4	4	5	54	0:44:30
Topical Promo	5	12	10	10	9	12	10	9	8	10	7	4	106	0:26:30
Senior Living	1	1	1	1	1	1	1	1	1	1	1	1	12	04:14:15
Special Features	0	1	1	2	0	0	0	1	0	1	0	0	7	03:59:18
Ballot Meridian 2016 Elections	0	0	0	1	14	22	4	1	15	8	1	0	65	22:02:28
Monthly Totals	12	33	32	28	34	57	35	29	42	36	24	15	377	115:01:29

NUMBER OF NEW CAMTV PROGRAMS AIRED DURING EACH MONTH

Program	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Hours
Battle of Ideas	2	1	2	1	1	3	1	2	3	4	2	2	24	23:59:34
Democracy Now	4	5	0	0	0	0	2	2	2	1	2	3	21	20:59:59
Event Coverage	0	0	0	0	0	1	0	0	0	0	0	0	1	0:30:00
Inspirational Corner	3	3	4	2	2	1	1	0	0	1	1	1	19	09:19:42
Novella	1	4	1	3	2	0	0	0	0	0	0	0	11	09:10:47
Poetree-n-Motion	2	2	2	3	2	3	2	3	2	1	1	2	25	11:41:46
Cut Ins	0	0	0	0	0	0	0	0	0	3	0	0	3	0:20:30
Promos/PSA's	0	0	0	0	0	0	0	0	0	0	0	0	0	0:00:00
In the Fight	1	1	1	0	0	0	0	0	0	0	0	1	4	01:52:16
UM Wolverine Caucus	0	0	2	1	2	0	1	0	0	0	2	1	9	07:38:15
Syndicated Special Features	1	4	0	0	0	0	1	0	1	0	0	2	9	00:40:00
Monthly Totals	14	20	12	10	9	8	8	7	8	10	8	12	126	86:12:49

LIVE TOWNSHIP MEETING COVERAGE DURING EACH MONTH

<i>Meridian Live Programs</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>	<i>Hours</i>
Township Board	2	2	2	2	2	2	2	2	3	2	2	2	25	102:41:31
Planning Commission	2	2	2	2	1	2	2	2	2	2	1	2	22	44:18:37
Environmental Commission	1	1	1	1	1	1	1	0	1	1	1	1	11	05:14:35
Zoning Board of Appeals	2	1	2	1	2	2	2	2	4	1	2	1	22	21:51:47
Park Commission	0	1	0	1	0	1	0	1	0	1	0	0	5	11:22:43
<i>Monthly Totals</i>	7	7	7	7	6	8	7	7	10	7	6	6	85	185:29:13

ALL PROGRAMS GRAND TOTAL

588

PRODUCTION SERVICES

Ingham County Regional Planning Commission 60th Anniversary Video - contract of \$1,256.25, signed 10/21/16.

COMPLETED REQUESTS/INQUIRIES

Township Departments & Organizational AV Equipment Setups: **25 total requests** to include Garden Club, M3Group for Branding presentations, Leadership Breakfast and LeRoy Harvey for Recycling group.

Program Duplications: **zero requests, zero inquiries**

Cable Subscriber Inquiries/Complaints: **27 cable inquiries/complaints processed**

CAMTV aired programs from the following producers:

- | | |
|-------------------------|--------------------------------|
| 1- Battle of Ideas | 6- Poetree-n-Motion |
| 2- Democracy Now | 7- In the Fight |
| 3- Event Coverage | 8- UM Wolverine Caucus |
| 4- Inspirational Corner | 9- Syndicated Special Features |
| 5- Novella | |

INTERNSHIP PROGRAM

Interns, Paid Interns, Freelancers and Job Shadows

In 2016, 51 interns participated in HOMTV's multimedia television internship program with a total of 11 paid interns and freelance employees. The average number of interns and freelance employees per semester during 2016 was 17. The program had 9 interns and freelance employees from 2015 continue on in 2016. The interns contributed approximately 23,380 hours and produced more than 773 stories and promo/PSAs. HOMTV received 91 applications, interviewed 64 prospective interns and accepted 32 first time interns. The Department also hosted 4 job shadows in 2016.

Internship Program 35th Anniversary

2016 marked the 35th anniversary of the HOMTV Internship Program. Interns began working at the station in 1981, since then, approximately 1,000 interns have successfully completed the Internship Program and over 500 have moved on to work in the field of journalism, television production, film production and the communications industry both nationally and internationally, creating a strong HOMTV Alumni Network. Each year interns continue to be a valuable asset to the Meridian Township community, volunteering around 14,000 hours serving as production crew and on-air talent for nearly 90 official Township meetings and over 600 HOMTV programs, as well as producing more than 1,000 stories and PSA's.

HOMTV celebrated this significant milestone at their annual Intern Appreciation & Golden Tape Awards Ceremony on December 5, 2016 with keynote speaker Ben Stark, the very first intern and founder of the HOMTV Internship Program. HOMTV received tribute certificates from the Meridian Township Board, Meridian Township Communications Commission, Ingham County Board of Commissioners and U.S. Representative Mike Bishop's Office, 8th Congressional District recognizing the HOMTV Internship Program as an established and exemplary hands-on training program to retain and foster talent for the professional television and communications industry.

HOMTV Recruitment Fairs (8)

- Michigan State University (MSU) Diversity Career Fair (1/21/16)
- MSU Summer Job & Internship Fair (2/17/16)
- MSU CAS (Communications Arts & Sciences) Connect Fair (2/19/16)
- Central Michigan University BCA Career Fair (3/29/16)
- Saginaw Valley State University Spring Employment & Networking Fair (4/1/16)
- Michigan Association of Broadcasters (MAB) Great Lakes Broadcasting Conference Career & Networking Fair (5/3/16)
- MSU Earn, Learn & Intern Career Fair (9/7/16)
- MAB Broadcasting Career Builder Conference (11/18/16)

HOMTV Alumni

In 2016, 14 HOMTV alumni members entered into the television/marketing industry with part-time, full-time careers or internships directly after leaving the HOMTV Internship Program:

Alysia Burgio, Reporter/Video Journalist - WLNS-TV 6, Lansing, MI

Kayla Clarke, Digital Producer - WILX News 10, Lansing, MI

Hannah Cook, Video Producer, Princess Cruises

Brandon Craigie, Production Assistant - "The Incredible Dr. Pol" National Geographic Studios, Mt. Pleasant, MI

Lia Davis, Junior Content Editor - Katie Wagner Social Media, Aliso Viejo, CA

Anamaria Dickerson, Reporter - Chronicle-Tribune, Marion, IN

Siobhan Findlay, Video Production Manager - Michigan Creative, Lansing, MI

Alexis Howell, News Producer - WILX News 10, Lansing, MI

Brett Kast, Weekend Sports Anchor/Reporter WPBN-TV, Traverse City, MI

J Case Lamphere, News Assistant - WLNS-TV 6, Lansing, MI

Ji Eun Lee, Recruiting Coordinator & Marketing Analytics - P&J Search Group, Columbus, Georgia

Caroline Mizuki, Social Media Analyst - National Geographic Partners, Washington, District of Columbia

Chris Ryan, Sports Anchor/Reporter - Fort Wayne's NBC, Fort Wayne, IN

Jerdon Torrey, Sports Commentator - JTV, Jackson, MI

*Many HOMTV alumni members also either changed jobs or were promoted within the industry

TEAM MEMBERS

Deborah Guthrie, Communications Director, Public Information Officer

Brandie Yates, Executive Producer (Promoted December, 2016)

Darkus Beasley, Senior TV Production Manager (Resigned June, 2016)

Roy Kellerman, Studio TV Production Manager (Hired September, 2016)

Brandon Wirth, Video Programmer (Resigned March, 2016)

Ben Makulski, Video Programmer (Hired March, 2016)

Andrea Smiley, Administrative Assistant II

Coty Kenneth, Part time Communications Assistant (Resigned August, 2016)

Erin Cornett, Part time Social Media Specialist (Hired September, 2016)

Lynn Meikle, Freelance Media/Print Publications/Graphic

COMMUNITY PLANNING AND DEVELOPMENT

During 2016, 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
- ✓ Environmental Commission
- ✓ Downtown Development Authority
- ✓ Economic Development Corporation

PLANNING DIVISION

In 2016, the Planning Division staff members were involved in a variety of projects:

- Provided dependable staff assistance to the Planning Commission, Zoning Board of Appeals, Township Board, Environmental Commission, Economic Development Corporation, and Downtown Development Authority.
- Prepared reviews for rezonings, special use permits, platted subdivisions, planned unit developments, mixed use planned unit developments, commercial planned unit developments, commission reviews, zoning amendments, variance requests, wetland use permits, code interpretations, land clearing permits, site plan reviews for building permits, assignment of addresses, land division requests, and zoning ordinance code enforcement.
- Continued to review the zoning ordinance to identify outdated and conflicting regulations and continued to prepare amendments to specific sections.
- Coordinated with multiple departments in the preparation of the 2017-2022 Capital Improvement Program.
- Spearheaded a variety of special projects such as the Master Plan update.
- Represented Township interests through the Tri-County Regional Planning Commission as a member of the Capital Area Regional Transportation Subcommittee (CARTS); served on Shaping the Avenue, working on a form base code for the Grand River/Michigan Avenue corridor, assisted with the Health Impact Assessment/Analysis project; served on the East Lansing/Meridian Wellhead Protection Committee.

PLANNING COMMISSION

- Reviewed two zoning amendments, seven rezonings, 13 special use permits, one mixed use planned unit development, six wetland use permits, and eight commission reviews.
- Of three interviewed consulting firms, McKenna Associates was selected to assist with the update of the 2005 Master Plan.
- From April to August held monthly public work sessions with McKenna Associates staff and the Township Board to review and comment on the progress of the Master Plan update.

- Edited the consultant's draft Master Plan at additional public work sessions.
- Transmitted the edited Master Plan to the Township Board requesting authorization to distribute for the required 63 day review.

ENVIRONMENTAL COMMISSION

- Hosted three Green Theme presentations.
- Presented six Environmental Stewardship Awards.
- Initiated efforts to increase public outreach efforts related to safe drinking water in the Township.
- Reviewed and offered suggestions to the Planning Commission and Township Board on the Master Plan update.
- Reviewed and provided recommendations on wetland use permit requests.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

- Provided financial support for the Celebrate Meridian event.
- Displayed banners and snowflakes on streetlights.
- Spearheaded an outreach campaign to initiate involvement in DDA activities.
- Continued maintenance of streetscape.
- Provided support for Tavern & Tap restaurant variance request.

ECONOMIC DEVELOPMENT CORPORATION (EDC)

- Received a five-star ranking award from University of Michigan (Dearborn) eCities Program for successful economic development initiatives.
- Supported the development of a Corridor Improvement Authority (CIA).
- Sponsored the Chinese New Year event.
- Continued strategic planning of new Farmers' Market.
- Supported efforts of the Township branding campaign.
- Continued attending monthly Regional Prosperity Initiative (RPI) meetings conducted by the Lansing Economic Area Partnership (LEAP) and Tri-County Regional Planning Commission.
- Spearheaded efforts to update the ordinance for industrial zoned properties.
- Reviewed and offered support for activities related to Meridian Township's 175th anniversary.

2016 COMMISSION AND BOARD MEMBERS

PLANNING COMMISSION MEMBERS

John Scott-Craig, Chair
Holly Cordill, Secretary (resigned)
Kenneth Lane
Dante Ianni
Joyce Van Coevering

Patricia Herring Jackson, Vice-Chair
Brett DeGroff
Richard Honicky
Christine Tenaglia
Dan Opsommer

ZONING BOARD OF APPEALS MEMBERS

Brian Beauchine, Chair
Elizabeth LeGoff – Township Board Rep
Patricia Herring Jackson – Planning
Commission Rep
Rico Rios (Alternate)

Jim Hershiser, Vice-Chair (resigned)
Carol Ohlrogge
Kenneth Lane
Henry Kwok (Alternate) (resigned)
Danielle Ballard (Alternate)

ENVIRONMENTAL COMMISSION

Bill McConnell, Chair
J. James Kielbaso
John C. Scherbarth (resigned)
Richard Searl (resigned)
Susan Masten

James E. Jackson, Vice-Chair
John Sarver
Lise Schools
Ben Holland
Don Dickman

DOWNTOWN DEVELOPMENT AUTHORITY

James Raynak, Chair
Jim Spanos, Treasurer
Bill Cawood
Renee Korrey

Sherry Fisher, Vice-Chair
Elizabeth LeGoff, Supervisor
Daniel Kreft (resigned)
Scott Weaver

ECONOMIC DEVELOPMENT CORPORATION

Chris Buck, Chair
Julie Brixie, Township Treasurer, Ex-Officio
Brett Dreyfus, Township Board Liaison
Frank Walsh
Shawn Dunham
David Olson

Dave Ledebuhr, Vice Chair
Malinda Barr, Secretary
Joshua Hundt
Adam Carlson
Mark Epolito
Lynda Rowlee

The following table illustrates comparative levels of planning permit applications between 2014 and 2016.

PLANNING CASES			
Type	2014	2015	2016
Zoning Amendments	2	2	1
Rezoning	5	7	7
Special Use Permits/Conditional Use Permits	20	24	13
Plats (Preliminary / Final)	0	1	1
Commission Reviews	9	4	8
PUD / PRD / MUPUD / CPUD*	3	8	1
Site Plan Reviews	23	23	23
Land Clearing Permits	7	4	2
Wetland Use Permits/Wetland Delineation Verification	7	11	13
Variances	31	24	29
TOTAL	107	108	98

* Planned Unit Development (PUD) / Planned Residential District Overlay (PRD) / Mixed Use Planned Unit Development (MUPUD) / Commercial Planned Unit Development (CPUD)

BUILDING DIVISION

In 2016, the Building Division processed 2,847 total permits and completed approximately 2,453 building permit inspections. Mechanical, electrical, and plumbing plan review and inspections were conducted by the contracted inspectors from the City of East Lansing.

The Building Division has continued to provide plan review and inspection services for the City of Mason. A total of 262.75 hours of plan review and inspections occurred.

The following table illustrates the comparative building activity and permitting for new construction in the Township for the past three years:

PERMITS			
Type	2014	2015	2016
Single family permits	103	78	61
Value of single family permits	\$32,390,399	\$22,526,896	\$19,982,959
Multiple family permits	0	1	9
Value of multi-family permits	0	\$970,000	\$6,467,300
Commercial permits	6	7	5
Value of commercial permits	\$12,445,000	\$6,450,000	\$7,603,000
Sign permits	76	72	91
Other permits (all other types)	673	748	895
Total permits	858	906	986
Value of construction	\$63,335,206	\$52,842,879	\$60,921,746
Permit fees	\$632,443	\$480,262	\$520,747
Mechanical, Electrical & Plumbing Permits issued	2,016	1,969	1,861
Mechanical, Electrical & Plumbing fees	\$483,133*	\$432,385*	\$425,919*

* The Township portion of MEP permit fees collected is approximately 50% of the permit fees collected, per contractual agreement with the City of East Lansing.

The major commercial, office, industrial, multi-family, and institutional buildings receiving building permits in 2016 were as follows:

1. Holiday Inn Express	2350 Jolly Oak	New Const	\$5,965,000
2. Chick-Fil-A	2075 Grand River	New Const	\$700,000
3. Autozone	2649 Grand River	New Const	\$500,000
4. Lansing Opthamology	5100 Marsh	Remodel	\$480,000
5. Haslett Eye Care	5700 Marsh	New Const	\$413,000
6. Rue 21	1982 Grand River	Remodel	\$370,000
7. Rogers and Holland Jewelers	1982 Grand River	Remodel	\$350,000
8. Cell Tower Facility	820 Jolly	Remodel	\$300,000
9. Chili's	5055 Marsh	Remodel	\$260,000
10. 2/42 Church	2600 Bennett	Remodel	\$250,000
11. Kay Jewelers	1982 Grand River	Remodel	\$180,000
12. Sparrow Lab	1600 Grand River	Remodel	\$162,000
13. Grange Acres Community Bldg	6101 Marsh	Remodel	\$150,000
14. Fast Care	2055 Grand River	Remodel	\$132,000
15. MSU Physical Medicine & Rehab	4660 Hagadorn	Remodel	\$121,000

RENTAL HOUSING

In 2016, there were approximately 847 individual rental units in the Township and over 1,520 rental safety inspections completed. There were 58 new rental registrations approved for single-family homes and condominiums and 39 rental registrations were removed or canceled.

CODE ENFORCEMENT

Code enforcement duties were shared among the Community Planning and Development, Public Safety, and Public Works and Engineering Departments with the majority of the complaints investigated by the Code Enforcement Officer. In 2016, the combined staff responded to over 1,150 recorded complaints and performed approximately 2,461 site visits.

The categories and number of complaints are listed below:

2016 Code Enforcement	
Building Permit/Code	42
Building Maintenance-Exterior	27
Building Maintenance - Interior	21
Commercial Vehicle/Trailer	4
Dangerous Building	2
Fence	4
Floodplain	0
Home Occupation	10
Landscape Maintenance	11
MEP Permit/Code	10
Motor Vehicle	138
Noise	5
Nuisance	155
Occupancy	13
Outdoor Lighting	1
Parking in Street	8
Parking Lot Maintenance	1

Parking on Grass	126
Recreational Vehicle/Trailer	12
Rental Registration	35
Setbacks	2
Sidewalk Obstruction	199
Sight Triangle	3
Signs/Banners	27
Street Numbers	8
Tall Grass/Vegetation	246
Temporary Sales	0
Wetland	2
Zoning	38
TOTAL	1,150

TEAM MEMBERS

Mark Kieselbach, Director of Community Planning and Development
 Angela Ryan, Administrative Assistant II*
 Marcie Barnum, Administrative Assistant I
 Gail Oranchak, Principal Planner (resigned)
 Harmony Gmazel, Associate Planner (resigned)
 Peter Menser, Senior Planner*
 Ben Motil, Associate Planner/Economic Development Coordinator
 Jennifer Quinlivan, Assistant Planner
 Keith Chapman, Assistant Planner
 Martha Wyatt, Associate Planner/Landscape Architect (resigned)
 John Heckaman, Chief Building Inspector
 Moniqué Esser, Senior Building Inspector (resigned)
 Richard Bolek, Senior Building Inspector*
 Bryan Powers, Building Inspector (resigned)
 Frank Christmas, Rental Housing Inspector
 Kevin Reed, Rental Housing Inspector
 Steve McGuire, Code Enforcement Officer

*denotes promotion

COMMUNITY RESOURCES

The Community Resources Program (CRP) 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. In 2016, existing programs continued to be modified or expanded to meet community needs.

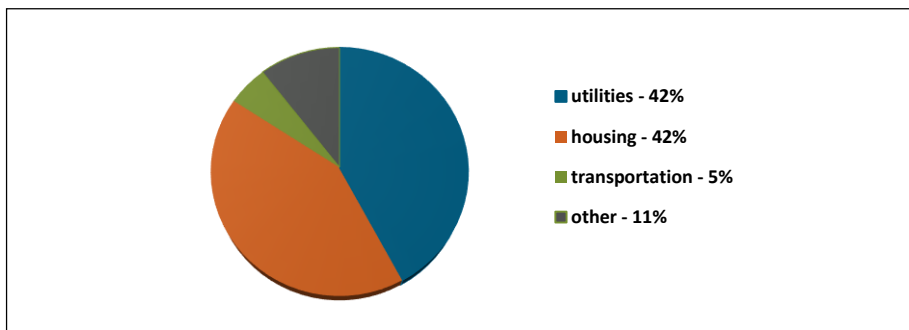
GENERAL

Information, referral, or emergency assistance was provided to Township residents for various services on an as-needed basis. 933 requests were received and included, but were not limited to, emergency assistance for shelter, utilities, furniture, food, clothing, transportation, food baskets, or medically-related issues. Requests for assistance came from 488 households.

Year	Number of Households Served
2012	528
2013	475
2014	470
2015	491
2016	488

EMERGENCY SERVICES

Township residents received either direct assistance or referrals to appropriate programs. Many residents that requested assistance reported that their bills fell behind due to job loss, underemployment, or medical reasons. 57 households were assisted by the CRC Needs Fund, the majority (48) requesting housing or utility assistance. Additional requests included medication, transportation, identification, and furniture.



In 2016, \$9,810 of CRC Needs Funding was used for emergency services and \$24,716 was leveraged from partnering agencies. Staff teamed up with representatives of the following organizations to provide emergency services: 55th District Court Eviction Diversion Program, Advent House Ministries, Capital Area Community Services, Capital Area Michigan Works!, Christian Services, Community Mental Health, EVE, Haven House, Greater Lansing Food Bank affiliates, Greater Lansing Housing Coalition, Ingham County Department of Veteran Affairs, Ingham County Housing Commission, Justice in Mental Health Organization, Lansing Community College, Legal Services of South Central Michigan, Michigan Department of Human Services, Michigan Rehabilitation Services, MSU Rental Housing Clinic, St. Vincent Catholic Charities, the Salvation Army, the Societies of St. Vincent de Paul at St. Martha Parish and St. Thomas Aquinas Parish, the St. Vincent de Paul Thrift Store, Tri-County Office on Aging, Volunteers of America, and several local churches.

COMMUNITY OUTREACH

- Worked closely with local agencies that provide programs that benefit township residents and attended meetings of human services providers.
- Met with a variety of stakeholders, including landlords, subsidized housing management, food pantries, churches, and schools.
- Spoke at various service club, church, and community organization meetings.
- Served as secretary on the Meridian Senior Center Advisory Board.
- Worked with Blondie's Barn to promote a free community Thanksgiving dinner.

BACK TO SCHOOL

- Coordinated delivery of back to school breakfast food baskets for children in 20 families.
- Delivered 19 backpacks to low-income children.

POVERTY EXEMPTION PROGRAM

CRP assisted in evaluating the financial status, eligibility, and resources for 10 households who applied for the Charter Township of Meridian Poverty Exemption.

FUNDRAISING

Total Emergency Services funds raised in 2016 were \$7,329.72.

Major Fundraising Events:

- Strike Out for a Cause, a bowling fundraiser, was held at City Limits in March, which raised \$615.
- Meridian Cares was postponed until early 2017, but the event had raised \$4,635 by the end of 2016.

HOLIDAY FOOD BASKETS

- Easter - connected 20 low-income Meridian Township resident families with a local church that provided food baskets.
- November and December - worked with 17 sponsors that provided food to 279 households.
- December - Worked with a local church to provide food baskets to 20 households with school-age children to fill the gap during holiday break, when they would otherwise have received free lunch.

BE A SANTA TO A SENIOR

HomeInstead Senior Care and several local human services agencies teamed up to seek donated gifts to low-income seniors and adults with disabilities during the 2016 holiday season, including 27 from the CRP.

MISCELLANEOUS PROGRAMS

- Ambulance Waiver Program (AWP): In 2016, the Community Resources Commission reviewed 2 applications for an ambulance waiver.
- Meridian Township Website: Created and maintained the CRP division.
- Consumers Energy Consumers Affordable Resource for Energy (CARE) Program: Worked with Jackson County United Way to enroll 8 area households in the program, which allows low-income Consumers Energy customers to have reduced utility bills for a year and to have their outstanding balance gradually forgiven.
- Grange Acres Community Garden: Worked with gardeners to help expand and update their community garden, which is maintained by approximately 25 residents.
- Michigan Coordinated Access to Food for the Elderly (MiCAFE): Completed the online application process to enroll 13 low-income seniors for food assistance.

- Michigan Bridges: Assisted 6 residents in applying for Michigan Department of Human Services benefits.
- Collected coats for the St. Luke Lutheran Church Coat Bank and Toys for Tots

TEAM MEMBER

Darla Jackson, Human Services Specialist

EMS/FIRE DEPARTMENT

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

In 2016, the Fire Department continued to provide comprehensive fire, rescue, and paramedic ambulance service to Township residents. The Department continued to receive numerous “Thank You” notes from residents throughout the year. Fire Chief Frederick Cowper managed the Department of 33 full-time and 10 part-time staff. Part-time personnel continued to be added throughout the year. The Department also said farewell to retiree Lieutenant Colleen Clark after twenty-five years of service.

Staff and equipment moved into the brand new central fire station on January 21st with an open house held on February 1st. More than 200 attendees toured the station and watched presentations by the Township Board, Township Manager, and Fire Chief. Staff continued to work with Wieland-Davco throughout the year on the construction punchlist.

Firefighter TJ Booms received the American Legion Michigan Firefighter of the Year award. TJ is known for his compassion towards his patients, including spearheading the building a garage for a local quadriplegic.

This year the Department received a new fire engine in July. The ALS non-transport unit was inspected by the State of Michigan and placed into service in October. The Michigan-made vehicle was assembled in the cities of South Haven and Charlotte. It was equipped with a new equipment and gear mounting system to safely store items within the cabinets. All staff was trained on the vehicle’s new safety features, driving and operations, equipment orientation, and also drove a road course.

The first round of new fire gear for eighteen personnel was received and has been placed into service. The remainder of the department will be received in 2017. The gear was purchased to maintain NFPA personal protection equipment guidelines. It is lighter, more flexible, and offers higher thermal protections than the old models.

A new thermal imaging camera replaced two aging, outdated models. An additional camera is planned for purchase in 2017.

The Department took delivery of a new, electric positive pressure exhaust fan that replaced two older fans. This new fan offers greater flexibility and does not expel exhaust gases into residences which we are ventilating.

The Department continued to participate in several regional efforts. The Greater Lansing Shared Services Fire Initiative continued to meet on a monthly basis throughout the year. Fire Chiefs from the group met periodically with supervisors of the Ingham County Dispatch Center to share ideas that improved mutual aid responses.

Chief Cowper held positions on the Lansing Community College Fire Science & Fire Academy Advisory Board as well as its Paramedic Program Advisory Board. Chief Cowper also represents the Department on the Ingham County 9-1-1 Dispatch Advisory Board. He is the Township’s Emergency Manager and the Director of Fire & Rescue Resources for the Ingham County Emergency Operations Center. Lastly, Chief Cowper represents the Michigan Association of Fire Chiefs (MAFC) on the Michigan Joint Fire Service Legislative Council overseen by the State Fire Marshal.

The Department responded to 925 fire and 4,028 ambulance runs. Fire and ambulance responses both increased from the previous year. MTFD continued to cover fire services for the northern portion of Alameda Township responding to thirty-one incidents as part of the agreement.

FIRE PREVENTION DIVISION

Fire Inspector Millerov attended NFPA Inspector 2 Course in June at Schoolcraft Community College in Livonia. In September, Inspector Millerov attended a grant workshop in Holly in preparation of writing the Assistance to Firefighters Grant. Meridian Township hosted the fireworks delegation training for the Michigan Bureau of Fire Services in April.

This year, the 4th of July fireworks show was cancelled and consumer fireworks were banned during a period of dry weather. Chief Cowper, along with Chiefs Clark and Ball of Delta and Delhi Townships respectfully, held a press conference on the topic July 1st at the new Central Station.

There were numerous construction plans reviewed for compliance with the fire code. Sprinkler tests, fire alarm tests, emergency lighting tests, and commercial cooking hood suppression system tests were conducted during the year. Some of the major projects were:

- | | |
|-----------------------------|--|
| 1. Jimmy John's | 12. O'Reilly Auto Parts – ongoing |
| 2. Whole Foods | 13. Chick-fil-A – ongoing |
| 3. Auto Zone | 14. Red Cedar Flats – ongoing |
| 4. Residential Options | 15. Marriott Courtyard – ongoing |
| 5. Henry's Place | 16. The Elevation – ongoing |
| 6. Spartan Dance | 17. Hannah Farms East - ongoing |
| 7. House to Home | 18. Great Lakes Interiors - ongoing |
| 8. Kellie's Consignments | 19. Holiday Inn Express - ongoing |
| 9. Red Cedar Surgery Center | 20. Chamberlain Place Condos - ongoing |
| 10. Kroger Gas Station | |
| 11. Times Square Apartments | |

Fire investigations were conducted on all significant fire losses during the year to identify trends or problem areas. Cause of the largest single fire loss for the year was undetermined, while the second and third largest fire losses were caused by electrical failure and lightning strike. No fire fatalities occurred in 2016.

The number of fires for the year increased, but the fire loss decreased slightly to \$1,520,020 which is slightly above the 10-year average of approximately \$1.3 million. The value of property saved in 2016 was \$27,870,737.

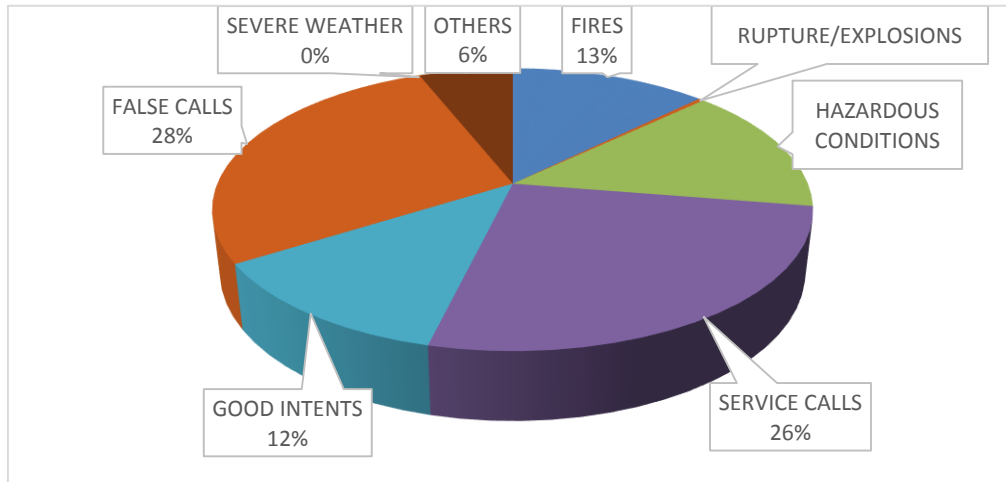
Staff performed multiple fire watches for life safety deficiencies. Ellison Brewery and Whole Foods each required a brief fire watch during special events.

In 2016, the Fire Department provided fire safety education to all ages, elementary students through elderly, at a total of fifty-two presentations. Staff also attended many community events as requested.

ANNUAL FIRE PREVENTION OPEN HOUSE

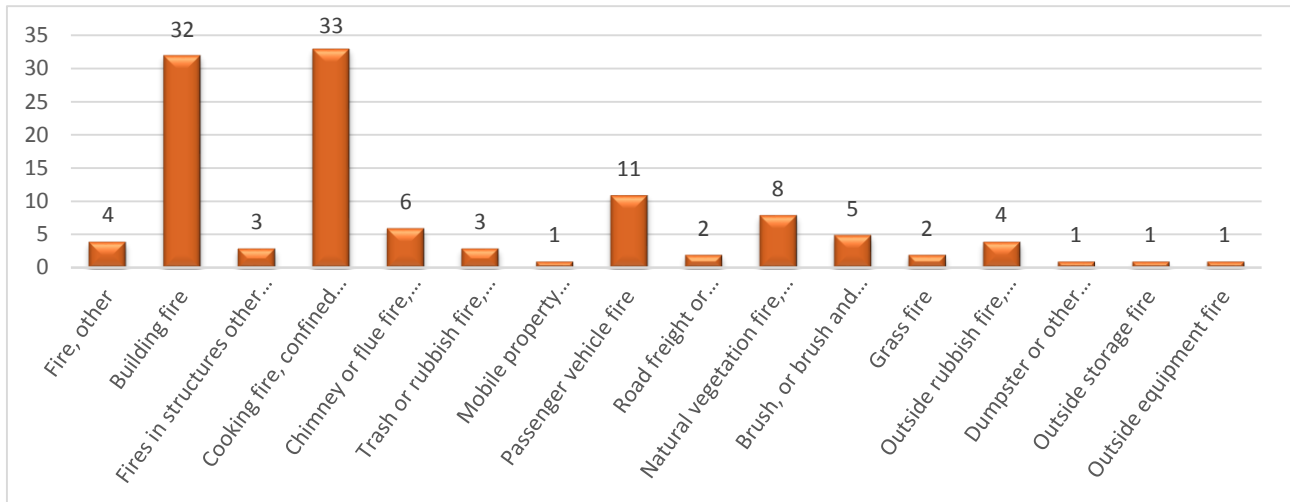
The first annual Fire Department Fire Prevention Open House saw approximately 500 visitors at the new central fire station on October 22nd. All children received a Meridian Fire “Trick or Treat” bag imprinted with a fire safety message that contained a light stick. Visitors spent time touring the station and gaining hands-on experiences with the fire apparatus.

FIRE ALARM CATEGORIES



	# of Incidents
<u>FIRES</u> Damage of property by burning	117
<u>RUPTURE/EXPLOSIONS</u> Excessive heat, scorch burns with no ignition	3
<u>HAZARDOUS CONDITIONS</u> Chemical spills, utility problems, gas leaks, wires down	135
<u>SERVICE CALLS</u> Unauthorized burning, water removal, assist police, lock out	243
<u>GOOD INTENTS</u> No incident found, legal burning, smoke scare, canceled en route.	168
<u>DISPATCH ERRORS</u> An incident number with no incident	-54
<u>FALSE CALLS</u> Including malicious as well as accidental	258
<u>SEVERE WEATHER</u> Natural disasters	0
<u>OTHERS</u> School programs, parades	56
TOTAL	623

FIRES BY INCIDENT TYPE



Incident Type Per NFIRS	Incident Count
Fire, other	4
Building fire	32
Fires in structures other than a building	3
Cooking fire, confined to container	33
Chimney or flue fire, confined to chimney	6
Trash or rubbish fire, contained	3
Mobile property (vehicle) fire, other	1
Passenger vehicle fire	11
Road freight or transport vehicle fire	2
Natural vegetation fire, other	8
Brush, or brush and grass mixture fire	5
Grass fire	2
Outside rubbish fire, other	4
Dumpster or other outside trash	1
Outside storage fire	1
Outside equipment fire	1
TOTAL FIRES	117

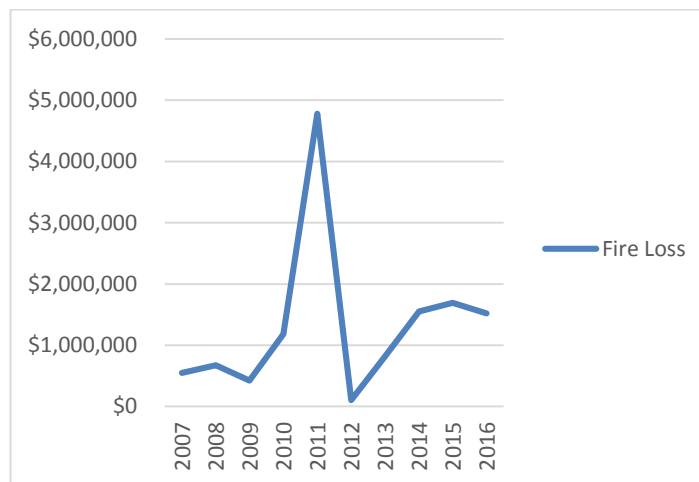
FIRE LOSS OVER \$500

Date of	Incident #	Address	Type of Fire	Estimated
2/07/16	16-0475	1845 Nemoke	Apartments	\$125,000
2/20/16	16-0666	3381 Hulett	House	\$75,000
2/28/16	16-0782	Burcham/Park Lake	Vehicle	\$27,000
4/17/16	16-1445	6364 Porter	Deck	\$2,200
4/25/16	16-1563	6245 Rothbury	Balcony	\$3,000
4/28/16	16-1602	3233 Dobie	Duplex	\$1,500
5/03/16	16-1660	1930 W Grand River	Exterior Building	\$2,500
6/11/16	16-2221	6173 Graebear	House	\$429,055
6/25/16	16-2384	3450 Okemos	Vehicle	\$6,000
6/29/16	16-2439	3056 Okemos	Restaurant	\$250,000
7/02/16	16-2473	2343 Huron Hill	House	\$25,000
8/17/16	16-3155	1804 Baker	Attic	\$2,000

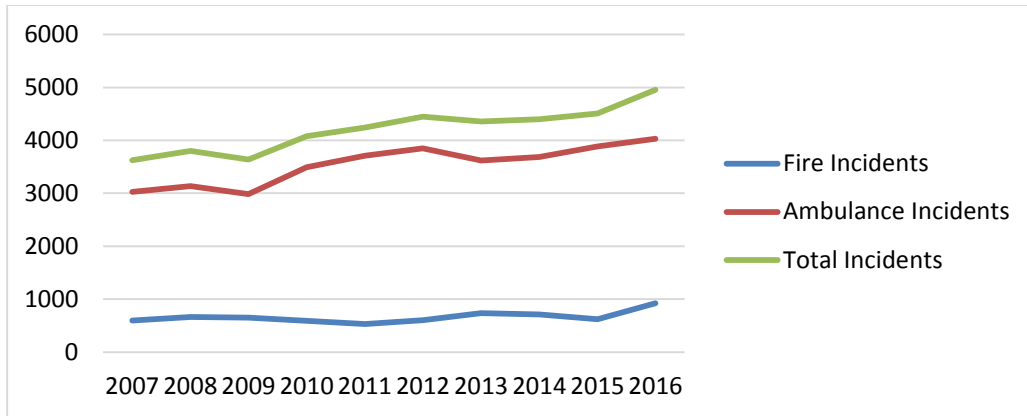
9/02/16	16-3362	6336 Towar	House	\$160,000
9/14/16	16-3522	4480 Fairlane	Electrical	\$3,000
9/14/16	16-3534	2055 W Grand River	Vehicle	\$4,000
9/30/16	16-3734	2131 W Grand River	Vehicle	\$1,550
11/02/16	16-4191	5906 Marsh	Apartments	\$400,000
11/17/16	16-4387	1933 Birch Bluff	House	\$2,000

10 YEAR FIRE LOSS

Year	Fire Loss
2007	\$545,500
2008	\$673,100
2009	\$422,300
2010	\$1,178,850
2011	\$4,779,590
2012	\$101,750
2013	\$821,097
2014	\$1,548,860
2015	\$1,693,895
2016	\$1,520,020



10 YEAR INCIDENT COUNT



Year	Fire Incidents	Ambulance Incidents	Total Incidents
2007	599	3,029	3,628
2008	662	3,137	3,799
2009	649	2,987	3,636
2010	588	3,490	4,078
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

TRAINING & EMS DIVISION

In 2016, Chief Bill Priese continued to administer the Training and EMS Division. There were over 3,500 hours of fire and EMS training accounted for during the year. In addition, hundreds of hours were spent training new and part-time employees.

Twelve fire officers completed Blue Card Command Certification. In addition, several acting officers and firefighters worked towards completing the training. This effort is a Fire Shared Services initiative with all Metro area fire departments.

Many firefighters participated in hands-on, practical fire training at various structures sited for demolition within the Township.

In cooperation with the District 1 Regional Medical Response Coalition (D1RMRC), MTFD participated in annual Casualty Transport System (CTS) and communication exercises. Monthly tests are also performed to minimize radio failures during regional emergencies. MTFD also continued to house and maintain one of six medical response trailers owned by District 1.

The Fire Department was able to complete yearly hose testing and ladder testing in-house. Crews worked throughout the year to complete this task of service testing all fire hose and ladders. This testing meets the NFPA testing standards and helps to assure that nothing will break or fail during fire ground operations.

Towards the goal of making Meridian Township a Fire/EMS safe community, multiple interviews for HOM-TV were conducted and Facebook and Twitter accounts were continued.

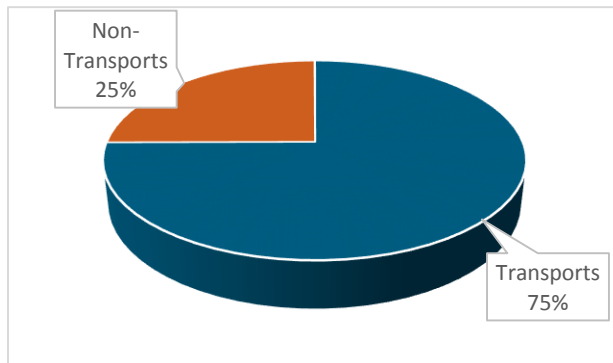
Chief Priese continued as the Metro Lansing EMS Consortium Coordinator. This group combines to provide continuing EMS education for all the metro partners. Chief Priese also functions as the lead of the metro training chiefs. He also served as the Vice Chair of the Tri-County Agency Directors and is expected to serve as Chair in 2017.

The Department had 9 members relicensed as Paramedics and 14 recertified in Advanced Cardiac Life Support. Additionally, 7 Medical First Responders from the Police Department were recertified and continuing education training was provided for them. MTFD had three license audits with the State of Michigan that were successfully completed. Additionally, the agency license was renewed. Also, Chief Priese served on the Lansing Mason Ambulance Advisory Board and the Region 1 Trauma Coalition.

Chief Priese, Battalion Chief Vroman, and Captain Walters were able to attend advanced training classes held at the National Fire Academy in Emmetsburg, Maryland. Chief Vroman completed his 4th year of the Executive Fire Officer Program, graduating in November. The National Fire Academy is the premier training institution for the development of future leaders in the fire service.

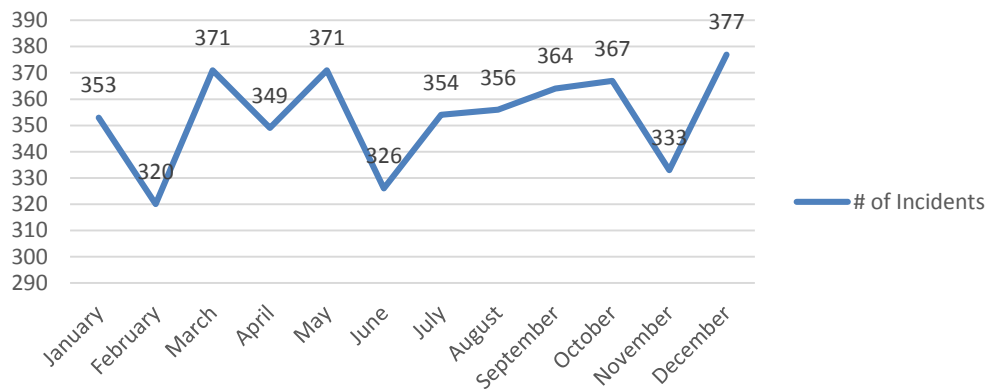
The Citizen's Assistance Program (CAP) assists citizens in connecting with proper resources such as social services. In 2016, four citizens were referred to this program for assistance and all received follow-up from Chief Priese. One resident was referred to the Ingham County Pathways to Better Health.

AMBULANCE CONTACTS

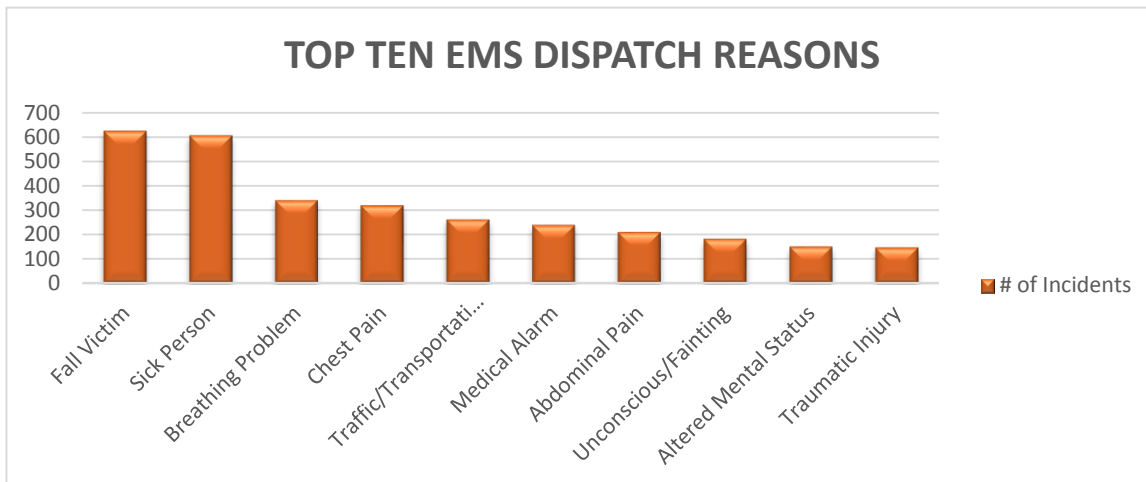


# of Incidents		% of Incidents
Transports	3,179	74.96%
Non-Transports	1,062	25.04%
Ambulance Contacts	4,241	100%

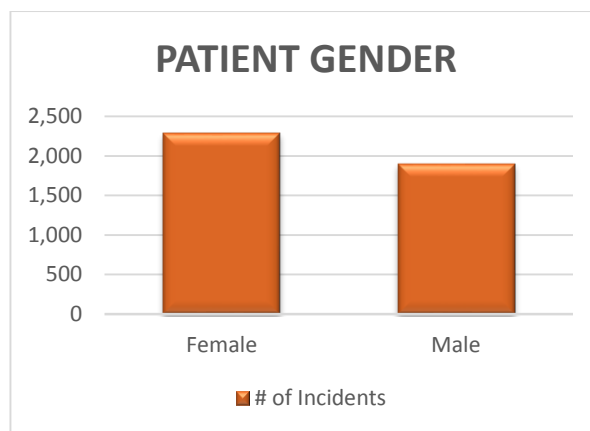
EMS INCIDENT COUNT BY MONTH



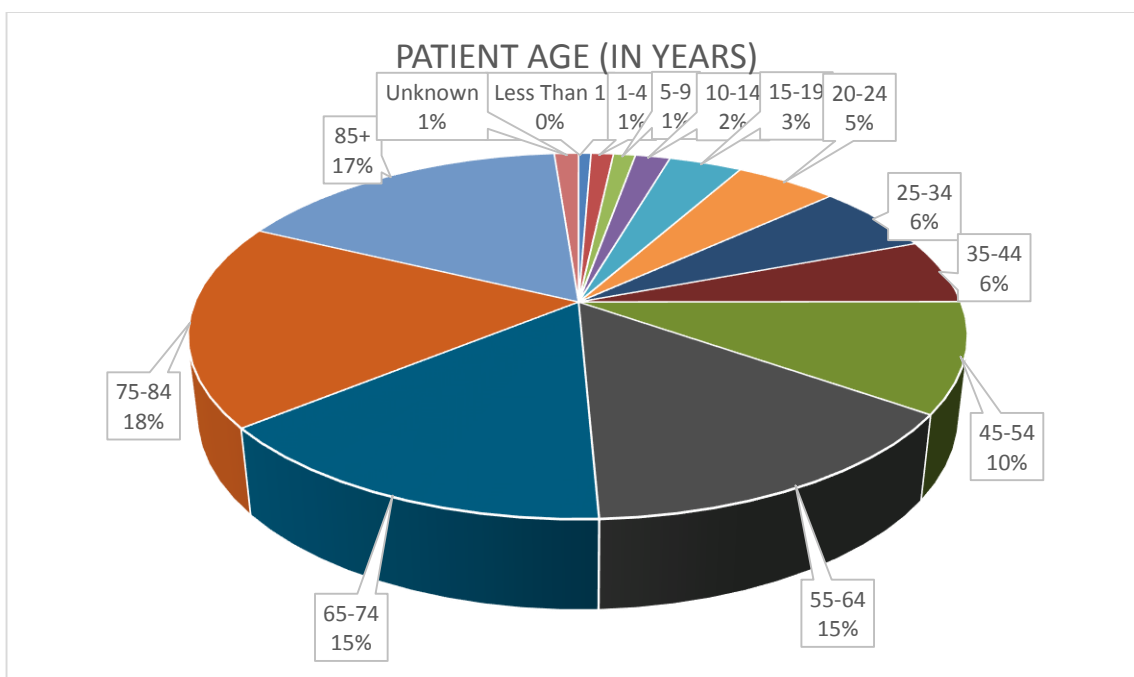
Month	# of Incidents	% of Incidents
January	353	8.32%
February	320	7.55%
March	371	8.75%
April	349	8.23%
May	371	8.75%
June	326	7.69%
July	354	8.35%
August	356	8.39%
September	364	8.58%
October	367	8.65%
November	333	7.85%
December	377	8.89%



Top 10 EMS Dispatch Reasons		# of Incidents	% of Incidents
1.	Fall Victim	625	14.74%
2.	Sick Person	607	14.31%
3.	Breathing Problem	341	8.04%
4.	Chest Pain	320	7.55%
5.	Traffic/Transportation Accident	262	6.18%
6.	Medical Alarm	239	5.64%
7.	Abdominal Pain	210	4.95%
8.	Unconscious/Fainting	183	4.32%
9.	Altered Mental Status	151	3.56%
10.	Traumatic Injury	147	3.47%

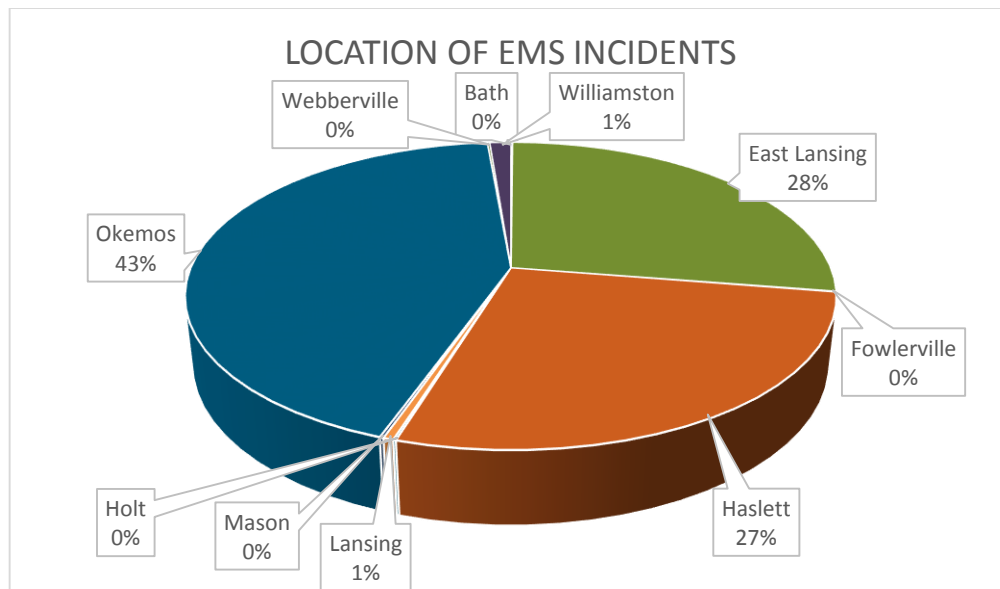


Patient Gender	# of Incidents	% of Incidents
Female	2,291	54.02%
Male	1,902	44.85%
Not Indicated on Report	48	1.13%

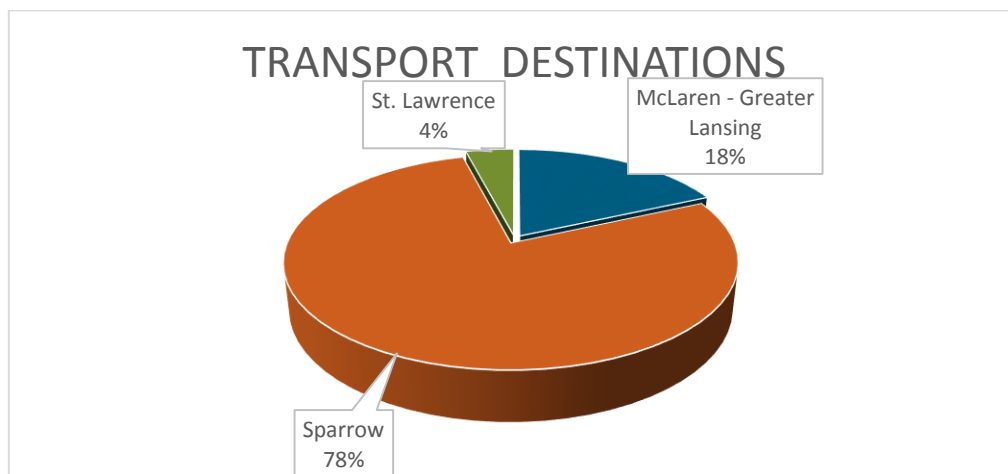


Patient Age	# of Incidents	% of Incidents
Less Than 1	26	0.61%
1-4	47	1.11%
5-9	46	1.08%
10-14	73	1.72%
15-19	153	3.61%
20-24	215	5.07%
25-34	257	6.06%
35-44	242	5.71%
45-54	412	9.71%
55-64	620	14.62%
65-74	628	14.81%
75-84	766	18.06%
85+	705	16.62%
Unknown	51	1.20%

Average Patient Age: 60

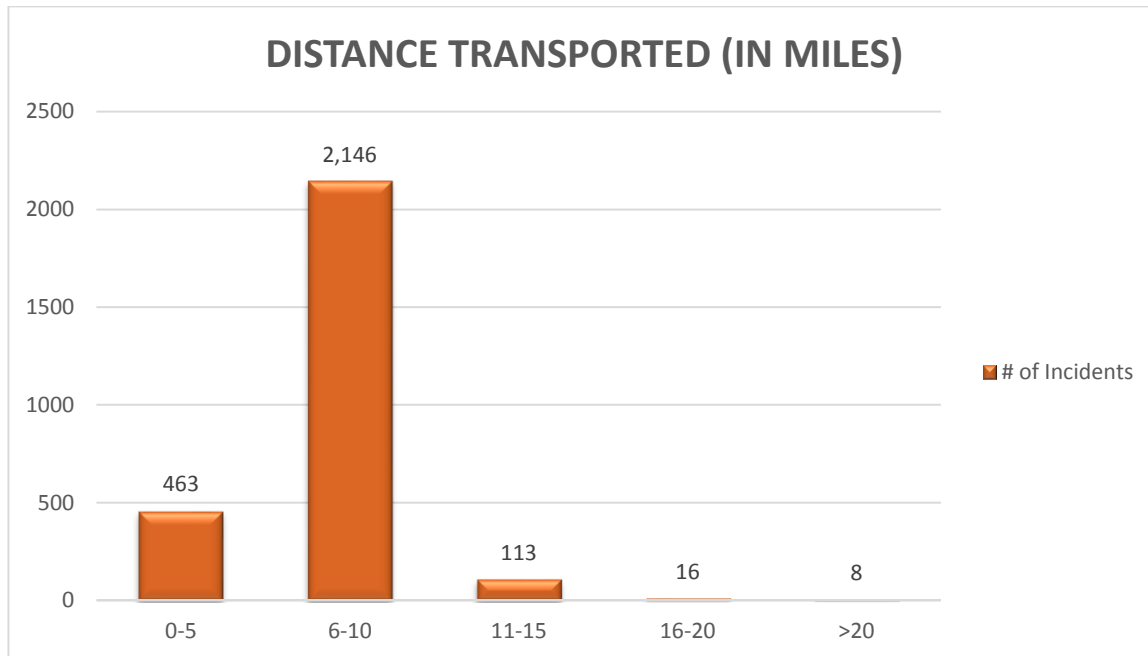


Location	# of Incidents	% of Incidents
Bath	4	0.09%
East Lansing	1,155	27.23%
Fowlerville	3	0.07%
Haslett	1,150	27.59%
Holt	5	0.12%
Lansing	18	0.42%
Mason	7	0.17%
Okemos	1,820	42.91%
Webberville	6	0.14%
Williamston	53	1.25%



Destination	# of Incidents	% of Incidents
McLaren - Greater Lansing	577	13.61%
Sparrow	2,444	57.63%
St. Lawrence	129	3.04%

* Percentages are of total incidents, including non-transport



Distance Transported (in Miles)	# of Incidents	% of Incidents
0-5	463	10.92%
6-10	2,146	50.60%
11-15	113	2.66%
16-20	16	0.38%
>20	8	0.19%

Average Distance Transported: 7 Miles

*Percentages are of total incidents, including non-transport

MTFD TEAM MEMBERS

FIRE CHIEF

Fred Cowper

ADMINISTRATION

Bill Priese, Training/EMS Chief
Tavis Millerov, Fire Inspector

Kristen Cole, Administrative Assistant II

BATTALION CHIEFS

Mark Vroman

Ken Phinney

CAPTAINS

Bill Richardson
Matt Walters

Derek Burcham

LIEUTENANTS

Colleen Clark*
Paul Cullimore
Jason Everest
Dennis Schrier

Jeff Rommeck
Al Diaz
Rudy Gonzales
Ryan Campbell++

FIREFIGHTERS

Brian Pennell
Jason Hillard
Mark Klem
Eddie Dennis
Erik Sellen
Kelly Trentin
Chris Johnson
Justin Adair
TJ Booms
John McDermott

Bob Caretti
Chris Dinsdale**
Sam Weber
Trevor Baker**
RJ Lewis
Dustin Farhat
Dan Ackles
Corey Pant++
Amanda Arnett+ ++
Chuck Malesko+

PART-TIME FIREFIGHTERS

Takoma Curtis**
Jim Gramza**
Sam Gwinn+
Anthony Kozlowski+
Joe Pontack**

Bryant Zamensky+ **
Ben Mihora+
Brett Moore+
Sam Biddle+ **
Robbie Schmedinghoff+

+ Hired in 2016

++ Promoted in 2016

* Retired in 2016

** Resigned in 2016

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 in-house training programs. The following is a list of significant accomplishments and activities for the Human Resources team during 2016.

1. With professional assistance from our Benefits Consultants, Ballard Benefit Works, a change from a fully insured group to a self-funded group was approved by the Board. In partnership with the Employee Healthcare Coalition (one representative from each bargaining unit and one representative from the non-union group), a Blue Cross Blue Shield (BCBSM) product was put in place beginning January 1, 2016. This change generated a cost savings while maintaining excellent coverage with no paycheck contribution and at the same time, allowed for a 2016 contribution to the Health Savings Account (HSA) for all covered employees.

Through multiple informational meetings conducted in the early fall of 2016 with Ballard and the Employee Healthcare Coalition, an agreement was reached to change over to a Blue Care Network (BCN) product with similar coverage for 2017, maintaining our costs for excellent coverage with no paycheck contribution and allowing for a 2017 contribution to the Health Savings Account (HSA). The self-funded claims invoices are monitored monthly to compare actual costs with projected costs.

The Township continues to remain under the hard cap for 2017. Newly required Affordable Care Act (ACA) reports were completed by new deadlines in 2016 in compliance with PA 152. New ACA/IRSA reporting requires employer paid healthcare costs be listed on W2 forms and separate 1095C forms (listing employee and dependents covered for self-insured plans) be mailed to employees and to the IRS.

2. Throughout 2016, In-depth conversations and meetings with the Municipal Employees' Retirement System (MERS) were held to gather information and provide options to reduce the Township's unfunded pension liability to be addressed in labor negotiations.
3. Collective bargaining opened in May, 2016 for 7 (seven) union contracts. Numerous bargaining sessions were held during the months of August through December.
4. Facilitated the three (3) elections in August, 2016, as noticed by the Department of Licensing and Regulatory Affairs (LARA) resulting in the three (3) AFSCME Unit's change of representation to the Technical, Professional and Officeworkers Association of Michigan (TPOAM). Currently all non-312 bargaining units, including the Professional Supervisor Association, are now represented by TPOAM.
5. Two Tentative Agreements were ratified (Department of Public Works and Professional Supervisors Association) prior to the December 31, 2016 deadline. There are 5 (five) remaining units (Police Patrol-POAM, Police Command-CCLP, Firefighters-MTFFA, Administrative Professionals-TPOAM and Non-Supervisory Professional Employees-TPOAM) with bargaining sessions continuing into 2017.
6. Provided mandatory Unlawful Sexual Harassment and Family and Medical Leave (FMLA) employee training sessions.
7. In conjunction with Township Attorneys, coordinated one employment litigation case and one Michigan Department of Civil Rights/EEOC complaint.

8. Actively participated in the LEAP (Lansing Economic Area Partnership) Leadership Diversity Initiative with Trustee Angela Wilson.
9. Director Marx attended the Inclusion and Anti-Bias Racial Healing Seminar presented by Michigan State University Police.
10. Represented the Township at the Michigan State University Diversity Job Fair.
11. Participated in two (2) Lansing Community College Technical Job and Internship Career Fairs.
12. Created a Township-wide Safety Committee made up of volunteer employees from every department to provide better communication and safety awareness training. Meetings are held monthly and periodic informational newsletters are sent to all employees. A designated subcommittee was formed to review incident reports, investigate work-related injuries to evaluate the cause(s) and provide follow-up training to prevent repeat injuries. The overall goal is "Safety First" to reduce workplace injuries.
13. Throughout the year numerous personnel record keeping and reporting requirements were met. Other responsibilities include open enrollment processes for medical/dental/vision insurance renewals, OSHA 300A reporting and posting notices/compliance, payroll record-keeping and timely processing of W2's for Federal, State, and Local tax returns, processing MERS Retirement requests, and preparation and participation in the Township annual audits. (All reports completed by Carol Hasse, HR Specialist).
14. Conducted an annual employee flu shot clinic.
15. Conducted three (3) resume preparation/interviewing skills workshops for HOMTV Interns.
16. Working together with the Fire Inspector, completed new emergency evacuation and weather shelter procedures with updated maps placed in Township common areas in all Township buildings. Conducted an unannounced Fire Drill/Evacuation for the Municipal Building and Public Safety Building.
17. Continued relationship with Sparrow CARES Employee Assistance Program at no cost to employees.

2016 EMPLOYEE RECOGNITION

- To replace the Township picnic, a successful outing at the Lansing Lugnuts Baseball game was well received and enjoyed by all.
- A "Shout Out" Peer Employee recognition program was initiated mid-year with very positive results and will be continued in 2017.
- Monthly birthday celebrations in the Town Hall are receiving good reviews and fun for all employees to join.
- Numerous summer luncheons and brown bag events at the Township Municipal Building Pavilion have prompted employees to get to know one another.
- A Walking for Fitness summer program encouraged employees to join in for a walk and quick lunch at local venues.

2016 LABOR RELATIONS SUMMARY

- Received five (5) grievances from MTFFA-IAFF (Firefighters) - two (2) of which were withdrawn, one (1) settled, and two (2) denied.
- Received one (1) grievance from the Administrative Professional unit which was settled; one (1) grievance from the Non-Supervisors unit which was settled; and two (2) grievances from the Police POAM Unit, one was settled, one was denied.

2016 WORKERS' COMPENSATION REPORTED INCIDENTS

Documented and posted Safety/Workers' Compensation injuries as required. There were 54 reported incidents; 17 of which were recordable injuries for OSHA reporting; 12 injuries requiring basic first aid only; and 25 incidents where no treatment was required.

FAMILY AND MEDICAL LEAVE (FMLA) REQUESTS

Eighteen (18) Family and Medical Leave requests were processed during the 2016 calendar year .

2016 HUMAN RESOURCES EMPLOYMENT SUMMARY

2016 New Hires Report			
Hire Date	Name	Job Title	Status
01/01/16	Opsommer, Daniel	Planning Commissioner	Appointed
12/02/16	Opsommer, Daniel	Township Board Member	Elected
01/13/16	Randolph, Shirley	Election Clerical Assistance	Temporary
01/25/16	Slavick, Adam	Police Officer	Full-Time
01/26/16	Gent, Lucinda	Election Clerical Assistance	Temporary
01/26/16	Britten, Marilyn	Election Clerical Assistance	Temporary
01/27/16	Kolke, Brian	Police Cadet	Irregular Part-Time
01/28/16	Scott, Michael	Police Cadet	Irregular Part-Time
01/29/16	McDaniel, Rachel	Assistant Naturalist	Irregular Part-Time
02/04/16	Arnett, Amanda	Paramedic/Firefighter	Irregular Part-Time
05/20/16	Arnett, Amanda	Paramedic/Firefighter	Promotion to Full-Time
02/08/16	Parks, Darlene	Election Clerical Assistance	Temporary
02/29/16	Rumminger, Shirley	Election Clerical Assistance	Temporary
03/11/16	Guild, Stephaney	Bookkeeper - Treasurer's Office	Full-Time
03/11/16	Lamphere, Jonathan	HOMTV Intern	Temporary
03/17/16	McWilliams, Sierra	Assistant Naturalist	Irregular Part-Time
03/18/16	Sherman, Eric	HOMTV Freelancer	Temporary
03/28/16	Makulski, Benjamin	TV Production Manager	Full-Time
04/04/16	Clarkin, Dermot	Seasonal Utility Aide	Temporary
04/04/16	Mattison, Miriam	Finance Director	Full-Time
04/07/16	Prinz, Michelle	Executive Assistant	Full-Time
04/18/16	Lemley, Rebekah	Records Technician II - Clerk's Office	Full-Time
04/21/16	Simmons, Lauren	HOMTV Intern	Temporary
04/25/16	Barczak, Ellen	Clerical Assistance - CP&D	Temporary
05/02/16	Collette, Christine	Records Technician II - Police Dept.	Part-Time
05/02/16	Weiss, Sheldon	Parks & Recreation Intern	Temporary
05/09/16	Brown, Andrew	Assessing Intern	Temporary
05/09/16	Conway, Brendan	Code Enforcement Aide	Temporary
05/09/16	Graham, Griffin	HR Intern	Temporary
05/09/16	Pertuso, Katherine	HOMTV Intern	Temporary
05/09/16	Vandecar, Spencer	Seasonal Utility Aide	Temporary
05/10/16	Krumm, Kyle	Seasonal Utility Aide	Temporary
05/10/16	Lounds, Eric	Seasonal Utility Aide	Temporary
05/10/16	Quagliata, Justin	Planning Intern	Irregular Part-Time

05/10/16	Khanjar, Hussein	Engineering Intern	Irregular Part-Time
05/11/16	Bepler, Zachary	Seasonal Utility Aide	Temporary
05/16/16	Barnum, Margaret	Administrative Assistant I - CP&D	Full-Time
05/16/16	Jiang, Yafeng	Engineering Intern	Irregular Part-Time
05/16/16	Bobb, Derrick	Utility Worker	Full-Time
05/16/16	Reid, Zachary	Seasonal Utility Aide	Temporary
05/16/16	Wood, Christine	Seasonal Park Ranger	Temporary
05/17/16	Bertapelle, Andrew	Assessing Intern	Temporary
05/17/16	Hodges, Alyssa	Assistant Park Naturalist	Irregular Part-Time
05/20/16	Malesko, Charles	Paramedic/Firefighter	Full-Time
05/20/16	Pant, Corey	Paramedic/Firefighter	Full-Time
06/04/16	Ott, Makenna	Seasonal Park Ranger	Temporary
06/06/16	Brown, Ryan	Seasonal Utility Aide	Temporary
06/08/16	Barczak, Ellen	Election Clerical Assistance	Temporary
06/09/16	Beauchine, Aaron	Playground Supervisor	Temporary
06/09/16	Coleman, Hillary	Clerical Assistance	Temporary
06/09/16	Jones, Laura	Playground Supervisor	Temporary
06/13/16	Lillie, George	Seasonal Grounds Aide	Temporary
06/13/16	Quinlivan, Jennifer	Assistant Planner	Full-Time
06/16/16	Crenshaw, Elizabeth	HOMTV Intern	Intern
06/20/16	Bepler, Tobias	Seasonal Utility Aide	Temporary
07/26/16	Mihora, Benjamin	Paramedic/Firefighter	Irregular Part-Time
08/08/16	Hansen, James	Mechanic	Full-Time
08/10/16	Moore, Brett	Paramedic/Firefighter	Irregular Part-Time
08/11/16	Childs, Rachael	HOMTV Intern	Temporary
08/22/16	Robinson, Nikitha	Crossing Guard	Irregular Part-Time
08/22/16	Reynolds, Chloe	HOMTV Intern	Temporary
08/22/16	Kosciulek, Amelia	HOMTV Intern	Temporary
08/22/16	Macpherson, Amanda	HOMTV Intern	Temporary
08/22/16	McGowen, Jordan	HOMTV Intern	Temporary
08/23/16	Biddle, Samuel	Paramedic/Firefighter	Irregular Part-Time
09/01/16	Ballard, Danielle	ZBA Member	Appointed
09/01/16	Rios, Ricardo	ZBA Member	Appointed
09/06/16	Hook, Benjamin	Systems Administrator I	Full-Time
09/06/16	Kellerman Jr, Roy	TV Production Manager	Full-Time
09/08/16	Dunmire, Julie	HOMTV Intern	Temporary
09/12/16	Rosier, Jesse	Seasonal Utility Aide	Temporary
09/12/16	Hanson, Michael	Recreation Intern/Utility Aide	Temporary
09/12/16	Cornett, Erin	Social Media Content Specialist	Part-Time
09/13/16	Harney, Patrick	Seasonal Utility Aide	Temporary
09/19/16	Powers, Bryan	Building Inspector	Full-Time
09/19/16	Dillon, Kelsey	Park Naturalist	Promotion to Full-Time
10/03/16	Klewicki-McNutt, Tori	Police Officer	Full-Time
10/10/16	Morford, Kimberly	Election Clerical Assistance	Temporary
10/11/16	Greydanus, Matthew	Police Cadet	Irregular Part-Time

10/14/16	Masood, Maryam	Police Cadet	Irregular Part-Time
11/08/16	Hines, Katrina	Police Cadet	Irregular Part-Time
11/16/16	Motil, Benjamin	Associate Planner	Full-Time
11/22/16	Schmedinghoff, Robert	Paramedic/Firefighter	Irregular Part-Time
12/01/16	Premoe, David	Planning Commissioner	Appointed
12/01/16	Richards, Gerald	Planning Commissioner	Appointed
12/02/16	Deschaine, Philip	Township Board Member	Elected
12/02/16	Sundland, Kathy	Township Board Member	Elected
12/02/16	Jackson, Patricia	Township Board Member	Elected
12/02/16	Lick, Amanda	Park Commission Member	Elected
12/02/16	Schaetzl, Annika	Park Commission Member	Elected
12/02/16	Baker, Richard	Park Commission Member	Elected
12/03/16	Craigie, Brandon	HOMTV Intern	Temporary
12/05/16	McCann, Benjamin	Utility Worker	Full-Time
12/12/16	Chapman, Keith	Assistant Planner	Full-Time
12/20/16	Chiu, Jamie	HOMTV Intern	Temporary
12/27/16	Helferich, Diane	Records Technician II - Police Dept.	Part-Time
12/28/16	Flower, Jennifer	Appraiser II	Full-Time

2016 Terminations Report

Name	Position	Hire Date	Termination Date & Reason	
Zamensky, Bryant	PT Paramedic/Firefighter	01/06/16	01/12/16	Resignation
Cook, Hannah	HOMTV Intern	08/18/14	01/15/16	Temporary
Niou, Yung-Ning	Bookkeeper - Treasurer's Office	12/07/15	02/19/16	Resignation
Gomolka, Gretchen	Finance Director	07/01/13	02/26/16	Resignation
Hershiser, James	Commissioner	01/01/00	03/01/16	Resignation
Baker, Trevor	Paramedic/Firefighter	11/25/13	03/02/16	Resignation
Wirth, Brandon	TV Production Manager	06/22/15	03/04/16	Resignation
Bierly, Erin	Records Tech II - Clerk's Office	04/14/14	03/09/16	Resignation
Snyder, Leslie	Records Tech II - Police Dept.	01/05/15	03/11/16	Resignation
Parks, Darlene	Election Clerical Assistance	02/08/16	03/11/16	Temporary
Williams, Dakota	Election Clerical Assistance	03/04/16	03/11/16	Temporary
Pontack, Joseph	PT Paramedic/Firefighter	11/30/15	03/13/16	Resignation
Baker, Heather	Human Resources Specialist	01/30/12	03/16/16	Resignation
Bentz, Jennifer	Police Cadet	10/03/14	03/18/16	Resignation
Burgio, Alysia	HOMTV Intern	12/21/15	03/30/16	Temporary
Wheeler, Richard	Utility Worker	03/05/03	03/31/16	Retirement
Morganroth, Carol	Administrative Assistant II	08/14/00	04/15/16	Resignation
Schmitz, Ian	Engineering Intern	05/28/14	04/27/16	Resignation
Jurhs, Robert	Police Officer	04/11/05	04/28/16	Resignation
Dinsdale, Christopher	Paramedic/Firefighter	01/22/14	04/29/16	Resignation
Findlay, Siobhan	HOMTV Freelancer	10/07/15	04/29/16	Temporary
Wyatt, Martha	Associate Planner	09/13/99	04/29/16	Resignation
Barczak, Ellen	Clerical Assistance - CP&D	04/25/16	05/06/16	Temporary
Clarke, Kayla	HOMTV Intern	01/05/16	05/06/16	Temporary
Dake, Dana	Assistant Naturalist	02/26/16	05/06/16	Resignation

Dickerson, Anamaria M	HOMTV Intern	03/23/16	05/06/16	Temporary
Howell, Alexis F	HOMTV Intern	03/07/16	05/06/16	Temporary
Clark, Colleen F	EMS/Fire Lieutenant	01/02/91	05/13/16	Retirement
Matcheck, Peter	Assistant Naturalist	05/20/14	05/23/16	Resignation
Davis, Lia	HOMTV Freelancer	08/10/15	05/27/16	Temporary
Lounds, Eric	Seasonal Utility Aide	05/10/16	05/31/16	Terminated
Mizuki, Caroline	HOMTV Intern	10/09/15	05/31/16	Temporary
Beasley, Darkus	Sr. TV Production Manager	05/08/13	06/03/16	Resignation
Esser, Monique	Sr. Building Inspector	01/17/06	06/03/16	Resignation
Thomas, Shari	Crossing Guard	11/17/15	06/10/16	Resignation
Hodges, Alyssa	HOMTV Intern	05/17/16	07/08/16	Temporary
Prestonise, Wade	Systems Administrator II	11/20/07	07/08/16	Resignation
Pung, Kenneth	Mechanic	08/31/01	07/21/16	Retirement
Beauchine, Aaron	Playground Supervisor	06/09/16	08/04/16	Temporary
Jones, Laura	Playground Supervisor	06/09/16	08/04/16	Temporary
Krumm, Kyle	Seasonal Utility Aide	05/08/16	08/05/16	Temporary
Lillie, George	Seasonal Grounds Aide	06/13/16	08/05/16	Temporary
Bertapelle, Andrew	Assessing Intern	05/17/16	08/15/16	Temporary
Brown, Andrew	Assessing Intern	05/09/16	08/15/16	Temporary
Wood, Christine	Seasonal Park Ranger	05/16/16	08/18/16	Temporary
Brown, Ryan	Seasonal Utility Aide	06/06/16	08/19/16	Temporary
Kenneth, Coty	Communications Assistant	11/24/14	08/19/16	Resignation
Weiss, Sheldon	Parks & Recreation Intern	05/02/16	08/23/16	Temporary
Hess, Taylor L	Police Cadet	09/11/15	08/24/16	Resignation
Ott, Makenna	Seasonal Park Ranger	05/12/16	08/24/16	Temporary
Bepler, Tobias	Seasonal Utility Aide	06/16/16	08/26/16	Temporary
Bepler, Zachary	Seasonal Utility Aide	05/11/16	08/26/16	Temporary
Clarkin, Dermot	Seasonal Utility Aide	06/06/16	08/26/16	Temporary
Conway, Brendan	Code Enforcement Aide	05/09/16	08/26/16	Temporary
Reid, Zachary	Seasonal Utility Aide	05/16/16	08/26/16	Temporary
Vandecar, Spencer	Seasonal Utility Aide	05/09/16	08/26/16	Temporary
Curtis, Takoma	PT Paramedic/Firefighter	11/10/14	08/29/16	Resignation
Totten, Kaitlynn	Police Cadet	10/14/15	09/01/16	Resignation
Miles, Benjamin	Engineering Intern	05/26/15	09/07/16	Resignation
Collette, Christine	Records Tech II - Police Dept	05/02/16	09/09/16	Resignation
Vandommelen, Joseph	Lead Utility Worker	08/27/07	09/09/16	Resignation
Coleman, Hillary	Clerical Assistance	06/09/16	09/16/16	Temporary
Harney, Patrick	Seasonal Utility Aide	09/13/16	09/26/16	Resignation
Archibald, Zachary	Utility Worker	09/03/13	10/14/16	Resignation
Fierke-Gmazel, Harmony	Associate Planner	11/16/15	10/14/16	Terminated
Rosier, Jesse	Seasonal Utility Aide	09/12/16	10/28/16	Temporary
Gent, Lucinda	Election Clerical Assistance	01/26/16	11/01/16	Temporary
Britten, Marilyn	Election Clerical Assistance	01/26/16	11/07/16	Temporary
Morford, Kimberly	Election Clerical Assistance	10/10/16	11/07/16	Temporary
Rumminger, Shirley	Election Clerical Assistance	02/29/16	11/07/16	Temporary

Barczak, Ellen	Election Clerical Assistance	06/08/16	11/08/16	Temporary
Groce, Cathy	Appraiser III	10/31/12	11/18/16	Resignation
Randolph, Shirley	Election Clerical Assistance	01/13/16	11/23/16	Temporary
Dow, Brian	Police Officer	04/20/15	11/27/16	Resignation
LeGoff, Elizabeth	Supervisor	11/20/08	11/30/16	Term Ended
Scales, Milton L	Trustee	02/01/11	11/30/16	Term Ended
Veenstra, John	Trustee	11/20/04	11/30/16	Term Ended
Wilson, Angela	Trustee	11/20/12	11/30/16	Term Ended
Wilkins, Kyle	Utility Worker	04/18/05	12/16/16	Resignation
Biddle, Samuel	PT Paramedic/Firefighter	08/23/16	12/27/16	Resignation

2016 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION REPORT

Job Categories	Number of Applicants (Report employees in only one Race/Ethnicity)														
	Hispanic or Latino														
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific	Asian	American Indian or Alaska Native	Two or More Races	Total Columns A-N
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Executive/Senior Level Officials and Managers	0	0	12	2	0	0	0	0	8	2	0	0	0	0	24
Mid Level Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First Level Officials &	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	2	1	50	3	0	4	2	2	13	2	0	1	0	2	82
Technicians	6	4	211	29	0	19	2	5	100	36	0	18	2	10	442
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support Workers	2	13	82	13	1	1	1	3	235	32	0	12	1	8	404
Craft Workers	0	0	8	0	0	0	0	0	0	0	0	0	0	0	8
Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers and Helpers	2	1	49	2	0	1	0	0	43	4	0	1	1	0	103
Service Workers	1	2	47	3	0	0	0	1	2	0	0	0	0	0	56
Other	0	1	12	2	0	1	0	0	5	3	0	0	0	1	25
TOTAL	13	22	471	52	1	26	5	11	406	79	0	32	3	21	1144

TEAM MEMBERS

Joyce A. Marx, Human Resources
Director

Heather Baker, HR/Payroll Specialist (resigned, March 2016)

Carol Hasse, HR/Payroll Specialist
(promoted March 2016)

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.

These activities are intended to benefit the organization as a whole to the extent that they enhance the ability to function and perform duties in support of the Township Board Goals and Objectives and essential services.

STAFF RESOURCES

In 2016, the Department of Information Technology leveraged three full time employees for the entire year, and two different people filled one full time position for ten months of the year. This young, but skilled team provides technology services to the entire Township operation. The following diagram details team members and the Department organization as of year-end:

NOTABLE CHANGES IN 2016

For 2016, the Department of Information Technology mission, policies, goals & objectives, and general operations remained substantially similar to previous years.

Most significantly, Department projects focused on training of new staff members, and planning for renovation of the Township VOIP telephone system across our six primary facilities.

Additionally, the technology team assisted in the configuration of temporary networks to facilitate testing of several different body mounted cameras to evaluate for our Police Department.

Finally, staff played a key role in working with internal staff and telecommunication providers to run the new Central Fire Station phones and data over wired and wireless infrastructure at various points through the process of finalizing construction and bringing the facility online.

The following sections give more detail with respect to Department specific accomplishments and routine services provided throughout 2016.

SPECIFIC IT ACCOMPLISHMENTS IN 2016

- Staff performed over 500 service calls for our estimated 1,000 network nodes throughout our six (6) primary Township facilities.
- Staff continued the effort to decommission network application servers and move their services to virtualized infrastructure.
- Staff replaced 2 workstations, 1 printers, and 1 network switch throughout the year.
- Staff assisted with replacement and updates to the Police Department's Records Management System, Field Based Reporting System, and in-car ticketing and crash client software to improve workflow, insight into managed data, and keep operations as efficient as possible given the limitations of the current system.
- Staff assisted the Police Department with the deployment of a pilot project to test body camera systems selection and deployment in early 2017.
- Staff assisted the Fire Department with various map products helpful in response to emergency calls throughout the response area.
- Staff assisted the Safety Committee with evacuation plans for Township facilities.
- Staff continued to provide ongoing assistance to the CityWorks vendor employed by the Public Works Department
- Staff assisted the Assessing Department with hardware and network services supporting the March Board of Review.
- Staff assisted the Department of Accounting & Budgeting in support of the 2015 and 2016 audit processes.
- Staff assisted the Department of Community Planning & Development with improvements to database infrastructure used to manage the Capital Improvements Plan.
- Staff assisted the Department of Community Planning & Development with modification of base layer information in support of the Township's Master Plan.
- Staff coordinated training sessions for Microsoft Office applications, Microsoft SQL reporting services, applications used for parcel and tax management, and other desktop applications used throughout the organization.
- Staff coordinated access to internal systems for various application vendors employed by the Township.
- Staff assisted the Clerk's office with connection of the postal meter to the US Postal Service.
- Staff assisted the Clerk's Office with secure access to the Qualified Voter file maintained and deployed in conjunction with the State of Michigan.
- Staff assisted the Clerk's office with reporting options for the Qualified Voter File.
- Staff assisted the Clerk's Office with connection to the County Clerk's Office for the transfer of election information in support of election activities.
- Staff assisted the Office of the Assessor with the export of their data sets for one outside vendor.
- Staff assisted with cleanup related to several security events within several Township operations.
- Staff assisted with the creation of thematic presentation materials for the Deer Management and chronic wasting disease management programs.
- Staff assisted in the management of cellular telephones and wireless data services employed by various Township departments.
- Staff assisted the Communications Department in support of video streaming services for both the HOMTV and CAMTV live streams.
- Staff provided computers, projectors, and Internet access in support of various meetings throughout the organization.

ROUTINE FUNCTIONS

- Maintain and enhance the Township Local Area Network at three facilities on the main campus and those established at three remote facilities.
- Maintain and enhance the Township Wide Area Networks utilized to consolidate all of the Township Local Area Networks.

- Manage interconnections with other governmental organizations and outside entities.
- Maintain and enhance the Township Network File/Print/Application/Voice Servers.
- Maintain, enhance, and replace Township end user computers and printers.
- Provide secure access to the Township's electronic resources from Township facilities in support of normal Township operations.
- Provide secure access to the Township's electronic resources from remote sites in support of normal Township operations.
- Oversaw the maintenance of all software and performed updates as required.
- Provide expert support and consultation to end users and departments in the on-going operation of various technologies used in the execution of their operations.
- Provide design services for specialty programming used to enhance operations and services executed by end users and departments.
- Provide Geographic Information Systems services to Township operations.
- Provide training services to further enhance existing investments in technology. This includes classes, programs, and other opportunities to learn about existing technology-related systems.
- Maintain, enhance, and provide expert services for all technology-related projects conducted within Township operations.
- Provide data and system backup services for all Township technology resources.
- Coordinate technology-related professional and contractual services on behalf of the Township with external consultants and vendors.
- Represent the Township's technology related interests when working with external entities.
- Complete regular updates to the security profiles used to protect 200 network servers, workstations, and connected devices across our network.
- Manage licenses for software applications and services used throughout the organization.

TEAM MEMBERS

Stephen Gebes, Director of Information Technology
 Gregory Akin, System Administrator I (Hired November 2015)
 Benjamin Hook, System Administrator I (Hired September 2016)
 Douglas Vander Hulst, Geographic Information System Specialist (Hired November 2015)
 Vacant, Computer Support Intern (Vacant)
 Vacant, Computer Support Intern (Vacant)
 Vacant, Computer Support Intern (Vacant)

PARKS AND RECREATION



In 2016, the Parks and Recreation Department continued their dedication to make Meridian Township a more vital and vibrant place to live through programs, special events, development, protection, and management of publicly-owned parks, grounds and natural areas. This was accomplished through the dedicated efforts of the Park Commission, Land Preservation Advisory Board, an enthusiastic staff of 15 full-time parks and recreation employees, numerous part-time and seasonal staff, and many passionate volunteers from the community. Together, they managed 911 acres of parkland, 75 miles of pedestrian/bicycle pathway, more than 20 miles of nature trails, the Harris Nature Center, Snell-Towar Recreation Center, Meridian Senior Center, year-around Farmers' Market, 85 acres of Township grounds, 798 acres of land preserves, two (2) cemeteries, and a wide variety of community recreation programs, special events and senior activities.

MERIDIAN TOWNSHIP'S PARK AND RECREATION DEPARTMENT CONSISTS OF THE FOLLOWING DIVISIONS

- **Parks** - .317 mill Park Millage (through 2016); .6667 mill (2014-2025), General Fund, fees and charges, grants, volunteer support, donations
- **Recreation** – 1/3 of 1/10th mill Community Services Millage (2012-2021), General Fund, fees and charges, volunteer support and donations
- **Land Preservation** - .33 mill Land Preservation Millage (2010-2019), volunteers
- **Meridian Senior Center** – .133 mill Community Services Millage (2012-2021), Okemos Public Schools, fees and charges, and volunteers
- **Meridian Historical Village** – Managed by the volunteer non-profit organization Friends of Historic Meridian and is funded through grants, donations, fees and charges, and a small General Fund contribution
- **Farmers' Market** – Vendor Fees (self-sustaining)
- **Harris Nature Center** – Park Millage, fees and charges.
- **Snell-Towar Recreation Center** – General Fund, donations, and grants
- **Deer Management Program** – Park Millage, Land Preservation Millage, and General Fund
- **Cemeteries** – Fees and charges, General Fund
- **Pedestrian Bicycle Pathway Millage** - .33 Mills (2016-2027), grants

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. In 2015, they held eight (8) regular meetings, two (2) special meetings, and one (1) joint meeting with other Township Boards and Commissions.

Mark Stephens was re-appointed as the Park Commission's representative to the Land Preservation Advisory Board.

PARK COMMISSION MEMBERS

Michael McDonald, Chair
Mark Stephens, Vice Chair
Marilyn Jaramillo (served until November 7, 2016)
Philip Deschaine (served until November 7, 2016)
Todd Wilson (served until early 2016)

Park Commissioners elected on November 8, 2016

Michael McDonald
Mark Stephens
Amanda Lick
Annika Brixie Schaetzl
Richard Baker

PARKS

Thanks in large part to the approved Park Millage in 2014, the department was able to accomplish many projects that will maintain and improve the integrity of our valuable park system. These projects included:

1. **Wonch Park:** New pavilion with electricity and tables made from recycled materials; drinking fountain with water bottle filler; community mural; 12 pieces of universally accessible fitness equipment, and resurfacing/stripping the parking lot.
2. **Hillbrook Park:** Court renovation including creation of one tennis court, three pickleball courts, and half-court basketball court; new fencing; new play equipment, 30 new trees, and repaving the internal walkways.
3. **Orlando Park:** New playground; and new storybook walking trail (in partnership with CADL and the Haslett Library).
4. **Hartrick Park:** Four new dugouts; a pollinator garden for monarch butterflies; Garlic Mustard Free!.
5. **Harris Nature Center:** The Nature Exploration Area added a Fossil Dig area that was funded

and designed by the Harris Nature Center Foundation. Other improvements included basement waterproofing, painting and new storage racks; a new well

6. **Central Park Historical Village:** Addition to the Barnes House to serve as office space for Friends of Historic Meridian staff; landscape enhancements to the flower garden areas. The ground was broken for the Garden Club's Plant It Pink Garden.
7. **Nancy Moore Park:** New Lake Michigan beach sand for the sand volleyball court; gaga ball court.
8. **Ferguson Park:** Planted 10 trees with grant assistance from Consumers Energy and volunteer support from Chippewa School students (Mr. Prinz's class).
9. **Legg Park:** 80 students from Ralya Elementary and Haslett Middle School released salmon into the Sloan Creek and fished the Historical Village Pond.
10. **Ferguson Park:** the following students released salmon into the Red Cedar River as part of a "Salmon in the Classroom" lesson.
 - 100 – 5th grade school children from Murphy Elementary
 - 140 – 8th grade students from Highlander Way Middle School (Howell)
 - 34 -3rd grade students from Laingsburg Elementary and 19 High School
 - 58 - 2nd and 3rd grade students from Gier Park Elementary
 - 25 - 5th grade students from Hiawatha Elementary

GRANTS

In 2016, we received notification of the following grant awards:

- **Central Meridian Regional Trail Connector** -2500 lf of trail, trailhead, amenities, and fishing overlook deck in Central Park South. Michigan Natural Resources Trust Fund (\$279,500)
- **Gateway Footbridge and Restroom Building** in the Historical Village. Land and Water Conservation Fund (\$150,000)
- **Trail Surface and Footbridge Improvements and Repair** - Ingham County Parks and Trails Millage (\$600,000)
- **10 Trees in Ferguson Park** – Consumers Energy Right Tree Right Place grant (\$1000)
- **Tool Trailer for Volunteer Projects** - Capital Region Community Foundation Grant (\$6,500)

DEER MANAGEMENT PROGRAM

2016 was the sixth year for the program which ran from October 1, 2016 through January 1, 2017. A total of 73 volunteer hunters killed 73 deer. The discovery of Chronic Wasting Disease in May, 2015, impacted the program greatly, as hunters were not allowed to bait deer. In addition, the venison was not donated to the food banks due to concerns over CWD and finding willing processors. Each deer head was brought to the MDNR check-station for CWD testing. The DNR and USDA provided sharp shooters in our community where over 1000 deer were harvested and tested. As of February 1, 2017, a total of nine deer tested positive for the disease since the discovery in 2015. Four of the infected deer were found in Meridian Township. In addition, staff worked closely with the Department of Natural Resources (DNR) to answer numerous questions related to the Chronic Wasting Disease.

RECREATION AND SPECIAL EVENTS

1. **Family Winter Fund Weekends** - Over 2,000 people participated in the following events held in January and February: Polar Bear 5K Run/Walk; Family Moonlight Sledding at North Meridian Road Park; Moonlight Skiing and Snowshoeing; Howl at the Moon; cross country ski and snowshoe classes; Winter Wonderland at Harris Nature Center; Meridian Ice Fishing Derby at Central Park; “Meridian Swims” at Michigan Athletic Club; and target practice training at the Demmer Center (23 events in total).
2. **Chinese New Year Event** - In cooperation with the Greater Lansing Chinese Association, hosted the 2016 Chinese New Year Celebration in the Meridian Mall on February 7 from 1:00pm-4:30pm. The event included a Lion Parade, entertainment, activity booths, fashion show, and games. Approximately 2,000 attended.
3. **Celebrate Meridian** – The annual event, coordinated with the support of MABA and the Celebrate Meridian Committee, took place on Saturday, June 11th and included musical entertainment, dance performances, arts and crafts fair, business fair, children’s game area, dancing, beer tent, food vendors and 5K race which took place on Friday, June 10th. Approximately 4,000 attended.
4. **Meridian Fireworks Celebration on New Year’s Eve** – Due to the burning ban in July, the Meridian Fireworks Celebration was postponed until December 31. This was also done in 2012 with both events being hugely successful. Approximately 15,000 attended.
5. **Meridian Arts & Crafts Marketplace** – The Market consisted of 25+ crafters and artisans from the Greater Lansing Area featuring a wide variety of creations. The Marketplace was hosted on the fourth Sunday of each month from June through September from 11 am – 4 pm and was managed by Market Coordinator Jane Falion and Administrative Assistant II Robin Faust.
6. **Meridian Heritage Festival** – The festival was hosted by the Friends of Historic Meridian in the Meridian Historical Village on September 10 from 10 am to 3 pm. Visitors enjoyed crafts and activities as experienced by Pioneers. Activities included cart and pony rides, demonstrations, art, music, food court, entertainment, vintage base ball games. Approximately 500 visitors attended.
7. **Youth and Adult Sports:**
 - Okemos K - 8th Grade youth soccer: A total of **1,005** (916/2015; 783/2014; 749/2013; 799/2012; 669/2011)
 - Spring season: **559** (496/2015; 408/2014; 444/2012; 410/2011)
 - Fall season: **446** (416/2015; 375/2014; 355/2012; 259/211)
 - Okemos K - 6th Grade youth flag football program: A total of **98** participants (114/2015; 115/2014; 103/2013)
 - Haslett K - 5th Grade Youth Recreation Association (HYRA) youth sports programs:
 - Haslett K-1 soccer **114** did not offer 2 & 3rd grade in 2016 (167/2015; 201/2014; 2013/198; 192/2012; 251/2011)
 - Haslett K-6th basketball **284** (269/2015; 293/2014; 240/2013; 252/2012; 253/2011)
 - Haslett flag football **111** (102/2015; 131/2014; 90/2013; 111/2012; 131/2011)
 - Haslett tee-ball **81** (69/2015; 87/2014; 91/2013; 69/2012; 69/2011)
 - 1st-8th Grade Youth Recreation Baseball & Softball Programs:
 - Haslett Softball Program: **57** (57/2015; 51/2014; 47/2013; 42/2012; 68/2011)
 - Okemos Softball Program: **121** (86/2015; 77/2014; 70/2013) (74/2012; 49/2011)
 - Haslett Baseball Program: **116** (120/2015; 125/2014; 111/2013); (125/2012); (139/2011)

- Okemos Baseball Programs: **168** (149/2015; 139/2014; 143/2012) and (143/2011)
- Sporties for Shorties: **201** (210/2015; 207/2014; 176/2013; 195/2012; 203/2011)
- Adult Kickball Leagues (Summer & Fall): **28 teams, 336 participants** (24/2015; 34/2014; 46/2013)
- Adult Softball Leagues (Summer & Fall): **31 teams, 434 players** (33/2014; 33/2013)
- 4 on 4 Sand Volleyball Leagues (Summer & Fall): **36 teams, 180 participants** (31/2015; 27/2014; 18/ 2013)
- Adult Golf Clinics/Classes/Leagues:
 - Meridian Sun Ladies Night Out Leagues & Clinics: **46 participants** (54/2015; 34/2014; 34/2013; 35/2012; 32/2011)
 - Meridian Sun Junior Golf Leagues: **137 participants** (160/2015; 156/2014; 102/2013; 71/2012; 112/2011)
 - Meridian Sun Tee Fore Toddlers Classes: **36 participants** (54/2015; 30/2014)
 - Meridian Sun Golf Friday Night Drop-In Program: **6-8 couples per week/15-week**
- Introduction to Target Archery (*MSU Demmer Center*): **15 participants** (29/2015; 31/2014; 74/2013)
- Introduction to Air Rifle (*MSU Demmer Center*): **1 participant** (5/2015; 4/2014; 14/2013)
- Senior Exercise Program in the Meridian Mall: **101 registered participants** who participate three days per week year-round (101/2015; 115/2014; 110/2013).
- Provided recreation administrative services to the City of Williamston under a contractual agreement for the following youth sports programs:
 - Softball: **88** (84/2015; 84/2014)
 - Baseball: **74** (110/2015; 106/2014)
 - Tee ball: **60** (63/2015; 57/2014)
 - Flag football: **57** (69/2015; 73/2014)
 - Tackle football: **114** (121/2015; 114/2014)
 - Basketball: **330** (308/2015; 263/2014)
 - Cheerleading: **35** (30/2015; 37/2014)
- Park Ranger Program continues to be an asset in assisting park users during evening hours and weekends. Park Rangers were on duty from mid-May to mid-September. This program has been very successful in providing positive interaction and assistance to park visitors. The program was first implemented in 2001.
- Pavilion rentals – **131** reservations (135/2015; 131/2014; 123/2013; 114/2012; 71/2011); 44 Farmers' Market dates; four (4) Crafters' Marketplace dates; one (1) Fireworks Celebration; one (1) Heritage Festival; 51 CSA produce pick-up dates; four (4) races; four (4) baseball, softball and kickball tournaments



ECONOMIC IMPACT ON TEAM SPORTS 2016

During the program evaluation process of our team sports participants, we ask how much money they spent participating in the program aside from the registration fee. The amounts were calculated by averaging the responses and multiplying by the number of participants. Examples include equipment, travel, snacks, gate fee, pre-game food/beverage, post-game food/beverage, etc.

• Adult Softball Leagues	434 players@ \$268	\$116,312
• Adult Kickball Leagues	336 players @ \$92	\$ 30,912
• Adult Volleyball Leagues	180 players @ \$72	\$ 12,960
• Okemos Youth Flag Football	98 players @ \$73	\$ 7,154
• Okemos Youth Soccer	1,005 players @ \$63	\$ 63,315
• Youth Baseball/Softball	462 players @ \$75	\$ 34,650
• Haslett Youth Basketball	284 players @ \$70	\$ 19,880
• Haslett Youth Soccer	114 players @ \$60	\$ 6,840
• Haslett Youth T-Ball	81 players @\$60	\$ 4,860
• Haslett Youth Flag Football	<u>111 players @ \$66</u>	<u>\$ 7,326</u>
Total Players:	3,105 players	\$304,209

Williamston Youth Sports:

• Softball	84 players @\$125	\$ 10,500
• Baseball	110 players @\$125	\$ 13,750
• Tee ball	63 players @\$200	\$ 12,600
• Flag football	69 players @\$50	\$ 3,450
• Tackle football	121 players @\$275	\$ 33,275
• Basketball	308 players@\$200	\$ 61,600
• Cheer	<u>30 players@\$100</u>	<u>\$ 3,000</u>
• Total players:	785 players	\$138,175

Total Economic Impact:	<u>3,890 players</u>	<u>\$442,384</u>
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HARRIS NATURE CENTER

The Harris Nature Center (HNC) is in its 20th year of operation and sits on the edge of the Red Cedar River in the middle of the 200 acres of Meridian Riverfront Park. The nature building contains live animal exhibits, a library, and a classroom. Praised for its large variety of programs reaching people of all ages and backgrounds, the HNC provides opportunities for residents to connect with nature here in their own community.

Participation in programs and visitorship has increased from 1,064 in July 1997 (inception of the Center) to 18,206 in 2016. These numbers are calculated by visitors per day.

Year	2011	2012	2013	2014	2015	2016
Drop In Visitors	6,823	8,038	7,696	6,910	7,541	7,446
Program Attendance	10,005	11,175	11,689	8,746	10,261	10,760
Total Participation	16,828	19,213	19,385	15,656	17,802	18,206

The HNC was open for general public drop-in from 9 am – 4 pm, Monday through Saturday and 12 pm – 4 pm on Sundays. In addition to the 7,446 drop-in visitors, 10,760 people attended classes and programs. Together, a total 18,206 people visited the HNC in 2016.

2016 Programs	Number of Programs	Number of Participants
Educational School Programs	169	3,741
Additional Education Programs	45	1,899
Nature Camps	70	460
Children's Public Programs	59	570
Adult Public Programs	38	319
General Public Programs	33	495
Winter Wonderland Event	1	420
Halloween Adventures Event	1	993
Building Rentals/Uses	59	1,863

Points of Interest concerning HNC programs:

- Participated in Annie's Big Nature Lesson (ABNL) which brings school classes out to the nature center for a week long emersion in nature education. Fifteen (15) classes participated in ABNL in 2016.
- Outreach Programs increased a bit as we took nature programs to adult groups and to children in preschool, elementary school and middle school, as well as the Ingham County Youth Center, Okemos Library and Bath Township Parks.
- Our annual Halloween Adventures event broke all of its attendance records on a beautiful October day when 993 children and adults attended the event over the course of the day.
- Partnered with the Capital Area Audubon Society to lead four (4) bird walks during the spring, bringing 25 people into four (4) different parks and preserved areas of the Township.
- Partnered with Michigan State University as part of their annual Science Festival. We offered a free guided Spring Discovery Walk which was attended by 33 people.
- Partnered with the Arbor Day Foundation to as part of their annual Arbor Day Celebration at the Potter Park Zoo. We presented a program on Skins and Skulls to 210 school children.
- HNC staff participated in five (5) local elementary school Science Fairs to promote HNC and its programs.



Community Volunteers supported the *Harris Nature Center* in many ways in 2016:

- There were seven (7) Stewardship Mornings with 40 people volunteering their time to enhance HNC and Meridian Riverfront Park with projects such as pulling invasive plants, maintaining gardens, spreading woodchips and trimming trails.
- Two (2) work days were held to finish the Michigan Fossil Dig feature of the Nature Exploration Area. Nineteen (19) volunteers made mastodon footprints and fossil conglomerates in cement, and loaded all of the fossils and fossil replicates into the fossil dig area.
- David Vanderklok of studio [intrigue] prepared the site for the Beaver Lodge feature of the Nature Exploration Area. The Beaver Lodge itself will be built in 2017.

- Robert McQuaid, Boy Scout Troop 109 completed his Eagle Scout project by building an enclosure with a cement base for seed bins and trash cans by the nature building.
- Six (6) employees of the Okemos Independent Bank branch volunteered their time on the trails and around the nature building.
- The Lansing Oar and Paddle Club attempted their annual river clearing project twice, but was thwarted by high water levels both times.
- Dr. Evelyn Cudel continued to maintain the herb garden on the west side of the HNC building.
- Ten (10) teens volunteered as Junior Counselors during Summer Nature Camp, contributing 306 volunteer hours.
- Volunteer instructors designed and taught six (6) classes. Eric Ederer taught two (2) Nordic walking classes, Peter Carrington taught a class on wild edible plants, and Gene Wasserman taught a class on bird nest box building.
- Ten (10) volunteers from the MSU Kappa Delta Pi designed and implemented the Halloween Adventures games area and eight (8) members of the MSU Tourism and Recreation Club (TARC) manned the fun house on the day of the event.
- Four (4) members of the Lansing Derby Vixens volunteered as fire tenders at the Halloween Adventures event.
- Tom (Okemos Public Library) and Carla Shilts volunteered at Halloween Adventures as Sir Read-A-Lot and Lady Read-A-Lot in authentic attire.
- 75 volunteers helped with HNC's major events by baking treats, manning the games area, directing traffic, reading stories, leading crafts, selling tickets, helping visitors with equipment, demonstrating activities, and organizing the refreshment table.
- Students from the MSU Department of Community Engagement and Sustainability developed two (2) plans for projects at HNC, involving community participation in the planning.
- Two photography classes taught by Ron St. Germain.
- One garden class taught by Vern and Sue Stephens.
- Two cross-country ski/ snow shoe classes taught by Jackie Blanc of Eaton County Parks.
- One bird nest box workshop taught by Gene Wasserman
- Four bird watching walks led by Capital Area Audubon Society members
- Two Nordic Walking classes taught by Eric Ederer
- One wild edible plants class taught by Peter Carrington

Staff promoted HNC programs through print, radio, television, web site, and social media:

- HNC programs appeared in various local newspapers over 10 times each month including photographs and newspaper web sites.
- Maintained the HNC portion of the Township Web Site consisting of 26 pages of information on HNC, its programs, opportunities and operations.
- Maintained the HNC's Facebook page and Twitter account in order to promote the HNC via social media. HNC finished the year with 1506 fans on Facebook and 604 followers on Twitter.
- Staff also maintains an HNC Pintrest board within the Township Pintrest page and finished the year with 207 followers. HNC added 5 pins to the total 44 pins on the board.
- Created four (4) HNC newsletters which were emailed to 1,670 interested people.

Services provided by the Harris Nature Center in 2016:

- Provided 29 cross-country ski rentals and 15 snowshoe rentals to the public (not including the use of equipment during the Winter Wonderland event).
- Prepared the All-Terrain Wheelchair for use by one (1) visitor.
- Promoted recycling at the HNC by providing a bin for water bottles in the building, replacing polystyrene cups with paper cups at all major events, posting the Green Gazette and providing recycling information to HNC visitors.
- Coordinated an ongoing program to fight invasive plants in the parks with 112 volunteers working over five different days. 36 bags (1,080 pounds) of garlic mustard were removed from Meridian Riverfront Park.

- Processed 25 library books for the HNC Library which houses 2,220 nature reference books and nature story books.
- Honored 135 groups and individuals for volunteer efforts and support of the HNC at the 2016 Nature Friends Barbecue in June.
- HNC operations were supported by two (2) full-time Senior Park Naturalists, and four (4) quarter-time Assistant Naturalists, with these programs taught by outside instructors:

Improvements to the Harris Nature Center in 2016:

- Completed the Fossil Dig feature in the Nature Exploration Area with volunteer help from many people and organizations, including, but not limited to: Cyrus Miller, Central Michigan Lapidary and Mineral Society, Lafarge Quarry, Luke Bossenbeck, Joe Pennoni, Brian Van Order, Debbie Hottle, Pat Robbins and Okemos Kiwanis Club. The interpretive signs were funded by the American Institute of Professional Geologists, Red Oak Foundation and Michigan Basin Geological Society.
- The HNC Foundation (HNCF) began working on the Beaver Lodge feature in the Nature Exploration Area with the architectural drawings and funding for the project provided by David Vanderklok of *studio [intrigue]*. It is anticipated that this project will be finished in 2017.
- The HNCF granted twenty-three (23) school bus scholarships, allowing 1,047 students to participate in educational nature programs at HNC.
- Four (4) people participated in the Adopt an Animal donation program. This program was designed to encourage the public to become more invested in the live animal exhibits and to raise funds to help care for them. \$355 was donated in 2016.
- Coordinated the development of three (3) new Fossil Interpretive Signs explaining geologic time and fossil identification which were placed near the Michigan Fossil Dig.
- Developed two (2) new live animal exhibits.
- Staff received first aid and CPR training.



SNELL-TOWAR RECREATION CENTER

The Summer Recreation Playground Program at Snell-Towar operated Monday through Thursday for eight weeks from June – August with a total of 25 youth registered. This drop-in program provided supervised daily activities that promoted self-esteem, social and physical fitness, and health. Free lunch was provided daily from the USDA Summer Food Service Program, and field trips were scheduled to the East Lansing Aquatic Center, City Limits Bowl and the State Capitol for the Come Out and Play annual event. This program received support from Edgewood Village Apartments (\$1,000) and Okemos Kiwanis Club (\$500).

FARMERS' MARKET

Christine Miller completed her ninth year as Market Manager.

The **spring market** was held on Saturdays from 8 am to 2 pm, May 7 to June 25, with a total of 67 vendors.

Year	2009	2010	2011	2012	2013	2014	2015	2016
Annual Vendors	25	28	27	35	37	38	37	36
Daily Vendors	15	18	18	18	13	13	19	31

The **summer market** was held on Saturdays from 8 am to 2 pm and on Wednesdays from 8 am to 2 pm during the months of July through October, with a total of 72 vendors.

Year	2009	2010	2011	2012	2013	2014	2015	2016
Annual Vendors	29	30	31	38	43	42	40	36
Daily Vendors	25	25	26	21	16	19	26	36

The **Thanksgiving Market** was held on November 25 especially for fresh turkey pick up. A total of 27 vendors participated in this event.

Year	2009	2010	2011	2012	2013	2014	2015	2016
Number of Vendors	14	19	23	29	23	20	25	27

In partnership with the *Meridian Mall*, the **Winter Farmers' Market** began on Saturday, December 4, 2010. The Market is held in the *JC Penney Corridor*. The Winter Farmers' Market was held once a month during the 2010/2011 market and increased to two times a month during the 2011/2012 market. The market has accepted SNAP since 2012, and starting 2015 participated in the Double Up Food Bucks (DUFb) Program as well.

Year	12/2010 to 4/2011	12/2011 to 4/2012	12/2012 to 4/2013	12/2013 to 4/2014	12/2014 to 4/2015	12/2015	12/2016
Number of Vendors	26	40	27	39	38	46	37
Number of Dates	6	10	10	10	10	2	2

"Music at the Market" was held for a total of 186 market days.

Music	2009	2010	2011	2012	2013	2014	2015	2016
Saturdays	11	18	18	16	16	16	24	26
Wednesdays	1	4	4	0	0	0	15	17

Partnered with local businesses to provide **free activities for youth** during the Market hours.

Year	2009	2010	2011	2012	2013	2014	2015	2016
Number of Partners	3	3	6	4	5	1	2	3
Number of Activity Dates	9	15	11	15	14	8	2	4

Weekly E-Newsletter, Twitter posts and Facebook postings for communication with customers began in 2011.

Year	2011	2012	2013	2014	2015	2016
Email addresses	1,100	1,300	1428	1507	1717	1830
Facebook				2217	3107	4384
Instagram followers						77

In 2012, the market began accepting the Michigan Bridge Card, Double Up Food Bucks (DUFb), and continued the WIC Project Fresh coupons and Senior Market Fresh coupons. Many of the vendors also began accepting credit card payments at their booths. In 2016, the Bridge Card acceptance and DUFb program created 56 new customers and an additional \$10,869 in revenue.

2015 - 72 new customers and \$13,808 in new revenue

2014 - 97 new customers and \$16,902 in new revenue

2013 - 122 new customers and \$14,000 in new revenue

2012 - 135 new customers and an additional \$9,000 in revenue

Conducted meetings with Meridian Mall officials creating a public/private partnership for relocating the Farmers' Market to the Meridian Mall property. This plan is included in the Central Park Master Plan.

PARKS, GROUNDS, AND CEMETERY DIVISION

1. Ended the year with 37 interments at Glendale Cemetery. (35/2105, 44/2014; 38/2013; 41/2012; 35/2011; 40/2010) with 23 grave sales.
2. In 2016, approximately 190 trees were chipped at the Nancy Moore Park location.
3. Work Orders Completed:
 - 249 - Parks
 - 13 - Land Preserves
 - 62 - Glendale Cemetery
 - 45 - Pedestrian-Bicycle Pathway System369 Total
4. Renovated 2 Sand Volleyball Courts Nancy Moore Park.
5. Covered and capped trailhead markers and posts with white vinyl
6. Contracted for mosquito control at the Township Hall, Farmers' Market, Historical Village, Nancy Moore Park and Fire Stations. This effort will be continued in 2017.

ROUTINE FUNCTIONS FOR THE PARKS AND GROUNDS MAINTENANCE

WINTER

- Ski and Snowshoe Equipment: In December, moved equipment into the Harris Nature Center and in March move, equipment back into storage.
- Installed (and removed) holiday decorations at Township Hall and other Township sites.
- Snow removal in 30 Township parking areas including township facilities, libraries and parks and along pathways (total 75 miles of pathway).
- Plowed, shoveled, salted and checked for ice at all Township sites.
- Christmas Tree Recycling – chipped trees in January.
- Dumped trash and placed dog waste bags in Township parks (twice a week at all locations).
- Maintained salt barrels at crosswalks throughout the Township.
- Hung banners at corner of Marsh and Central Park Drive and over Hamilton Road on a weekly basis.
- Deer removal from roadway and pathways as needed.

- Cold patched in Township parking areas.
- Assisted Building Maintenance crew with repairs.
- Spring/summer/fall equipment: Bring in from storage, clean, and repair as needed.

SPRING/SUMMER

- Winter Equipment: Clean, repair and move into storage.
- Playground safety inspections
- Prepare athletic fields by aerating, rolling, seeding, field design and layout, spray fence lines, install and repair soccer equipment, hang nets, install bases, and clean sand volleyball courts, etc.).
- Prepare 17 park sites for opening after April 1st with general clean up, picnic table inventory and repairs, trash barrel inventory, repairs and ordering, clean and repair grills, open restrooms and make necessary repairs, hang cables in Central Park pavilion for Farmers' Market vendors, install new safety surface material at all play structures.
- Spring clean-up in both cemeteries.
- Mow, trim pathways, trails and sidewalks (clean, clear, brush hog, trim bushes and tree limbs, etc.).
- Township garden areas, Grand River Bus Stop, Transfer Station, Township Hall, Public Safety Building (begin spring cleaning with trimming, removing dead plants and debris, spreading mulch, spray areas for weeds as needed, etc.).
- Okemos Library (assist with annual spring clean-up, deliver and spread mulch, trim and remove brush, limbs and other debris, repair areas as requested).
- Cleaned restroom facilities, dumped trash and placed dog waste bags in Township parks (twice a week).
- Remove salt barrels from crosswalks throughout the Township and reorder if necessary for end of year.
- Hung banners at corner of Marsh and Central Park Drive and over Hamilton Road on a weekly basis.
- Deer removal from roadway and pathways as needed.
- Cold patched in Township parking areas.
- Assisted Building Maintenance crew with repairs.
- Weekly park maintenance activities.
- Site preparations for four (4) softball/baseball tournament weekend events in Nancy Moore and Hartrick Parks.

FALL

- Cleaned restroom facilities, dumped trash and placed dog waste bags in Township parks (twice a week).
- Winterize Township Parks: In November, close and winterize restroom facilities, gather and stack picnic tables, remove athletic equipment (goals, bases, nets, etc.).
- Winterized Glendale Cemetery water lines.
- Inventory of sports nets (basketball, soccer, tennis) and repair and/or order new if necessary.
- Spring/summer/fall equipment: Clean, repair if needed and put into storage.
- Winter Equipment: Bring out, clean and repair if needed.
- Salt Barrels: Inventory and repair and/or order new if necessary.
- Hung banners at corner of Marsh and Central Park Drive and over Hamilton Road on a weekly basis.
- Deer removal from roadway and pathways as needed
- Cold patched in Township parking areas.
- Assisted Building Maintenance crew with repairs.

SPECIAL EVENTS

Assist with site preparation and cleanup, delivery and installation of equipment, and other work orders as required specific to each event and on occasion and on-hand the day of the event:

- HNC ski classes, Family Winter Sports Weekend; Polar Bear 5K Run/Walk; Moonlight Sledding, Winter Wonderland at HNC (January-February)
- Fishing Derbies (February and June): Clean area and bring extra trash barrels for the events.

- Three (3) Family Moonlight Sledding events: Inspect the hill, deliver firewood, fire rings, generators, lights, extra barrels, inspect hill.
- Starlight ski and snowshoe events at HNC (cleaned and cleared trail, set up lights).
- Chinese New Year: site preparation and clean up
- Recycling Events: two events were held at Chippewa Middle School; area was cleaned; brought extra trash barrels, tables and signage.
- Wildflower Festival and Native Plant Sale at HNC: Cleaned and cleared trail, erected signage, cleaned overflow parking area.
- Meridian Garden Club Plant Sale (May): Cleaned Central Park pavilion and surrounding area; install green tarp walls; arrange picnic tables and their spring and fall garden clean-up events.
- Memorial Day Ceremony at Glendale Cemetery (clear debris, erect fallen headstones, spread mulch around flower bed areas, mow and trim, set up for ceremony).
- Celebrate Meridian: Deliver tables and chairs, cleaned and cleared sidewalks and parking area behind Okemos/Hamilton Road businesses; set up tents; erect banners; set up stage, set up dining area; trash, cleaned area when event completed.
- Fireworks Celebration: Erect banners, additional trash and recycle barrels, barricades
- Elections: Deliver, set up, take down and store equipment for all elections.
- Heritage Festival (September): Erect tents, recycling containers, barricades and orange cones for parking areas, set up signage, bring over extra-long tables and folding chairs, move bike rack into area, set up plywood dancing area, dig fire pit in front of Log Cabin, bring out extra fishing equipment;
- Halloween Adventures at HNC (October): Pick up and return trailer used for hayrides, purchase hay, clean and clear trails, mow area used for pumpkin patch and overflow parking, erect tents and banners, deliver wood to fire pit.
- Christmas in the Village (December): String lights in tree, clean area, clear and salt sidewalks through the Village and from parking areas, extra trash barrels, erect signage. (Event canceled due to severe weather in 2016)

SPORTS SEASON

Field preparation took place from April through November.

- ✓ Youth Baseball
- ✓ Adult Softball
- ✓ Adult Kickball
- ✓ Youth Softball
- ✓ Youth Soccer
- ✓ Youth Flag Football

MOWING SEASON

Staff started the mowing in April and ended in November at 43 locations of approximately 215- acres per mow. Mowing consisted of at least once a week and at peak times in some places, twice per week.

Parks and Ground Maintenance Staff:

- Lead Worker in Parks and Grounds Maintenance Division: Larry Bobb January-August; Matt Foreman took over the position in August. This position leads the work of four full-time Utility Workers and numerous season staff.
- All Utility Workers attended the following training sessions/classes: CPR; Fork Truck Operator; MDOT Traffic Control; Lock Out/Tag Out; Personal Protect; Overhead Crane; Spaces; Storm Water Management

LAND PRESERVATION PROGRAM

Description of the Land Preservation Program

The Meridian Township Land Preservation Advisory Board 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. To date, 785 acres have been acquired in 20 preserves located throughout the Township. Strong efforts have been made to implement stewardship plans lead by full-time stewardship coordinator Kelsey Dillon. The board held seven (7) regular meetings, one (1) special meeting, and conducted five (5) site visits to properties and is staffed by Senior Parks and Land Management Coordinator, Jane Greenway, Stewardship Coordinator Kelsey Dillon.



Notable 2016 Accomplishments

- Received a Michigan Natural Resources Trust Fund Grant for acquisition grant for up to \$519,500 for the acquisition of the Ponderosa Preserve.
- Over 200 volunteers donated 585 hours of their time on stewardship activities in the land preserves in 2016.
- Four properties were under consideration for acquisition on 2016. One property was added and one is pending.
- Thirteen land preserves were part of the 2016 Deer Management Program.
- Garlic Mustard was removed in several preserves as part of the Stewardship Network's Garlic Mustard Challenge and one preserve (Red Cedar Glen) was declared "Garlic Mustard Free".
- Treated invasive plants in numerous preserves

Towar Woods

Efforts continued in restoring a seven-acre portion of the Towar Woods Preserve that was previously filled with invasive shrubs. Work included 5 acres of invasive shrub clearing by a contractor, 150 native hardwood trees planted and herbicide treatment of invasive species across the entire 125 acre preserve.

Davis Foster

Approximately 100 - 3rd grade students from Haslett participated in a seed ball project at the Davis Foster Land Preserve. The students made seed balls and threw them into a previously burned area to enhance the forbs in the restored grasslands. Also, continued with controlled burn program.

SW Meridian Uplands

A seven-acre in the Southwest Meridian Uplands Preserve was seeded with native grass seed in the first step of a prairie restoration project.

Land Preservation Advisory Board Members

Jim Kielbaso, Chair & Environmental Commission Liaison

Jon Mayes, Vice Chair

Julie Brixie Township Board Liaison

Mark Stephens, Park Commission Liaison

Roland Harmes, Resident Member

Margo Smith, Resident Member

Yu Man Lee, Resident Member

Frank Hatfield, Resident Member

DEPARTMENT COMMUNICATIONS

- **Family Fun Guide** – This 64-page brochure markets all divisions of the Parks and Recreation Department including other township news and serves as a snapshot of high quality of life we experience here in our community. A total of 22,000 copies were direct mailed to each address in the Township in January promoting activities throughout the year. This was the second year that the Family Fun Guide became an annual publication verses semi-annual. The Meridian Monitor was utilized as a reminder for upcoming programs and activities throughout the year.
- **ActiveNet On-line Registration** – We began this method of registration in 2007 and it has streamlined processes for registration, class lists, team roster development, communication with participants and promotion of future programs. To date, the Township has **18,657** customers enrolled in *ActiveNet*.

MERIDIAN SENIOR CENTER

The Meridian Senior Center provides for the educational, enrichment and social needs of adults aged 55 and over for all older adults in the Township. This program is a joint effort between Meridian Township and Okemos Public Schools. Cherie Wisdom is the Senior Center Coordinator.

In 2016, 2050 programs were conducted with 13,428 participants. The three most popular programs were:

- Games (with 4,320 participants)
- Fitness and exercise (with 3,229 participants)
- Congregate meal program (with 2,724 participants).

The Senior Center ended 2016 with 480 members (37 of who were new in 2016).
A total of 31 volunteers contributed a total of 1,322.73 hours.

2016 End of Year Report to Township		
Program Category	Occurrences	Attendance
Arts	14	52
Clubs	14	114
Coffee/Social	231	478
Community Outreach	1	17
Computer /Tech.	9	81
Congregate Meals	90	2734
Education Events	50	705
Fitness/Exercise	401	3229
Fundraiser	1	52
Games	741	4320
Health Screening	124	343
Information/Resource	0	0
Legal Services	10	27
Media	260	596
Meeting	10	51
Special Events	20	449
Off-Site Events	2	18
Tax Assistance	13	232
Total	1991	13498
Highest age range active	75-79	20.60%
2nd highest age range active	65-69	19.20%

Members 85+		21.30%
Females		75.60%
Males		24.40%

MERIDIAN HISTORICAL VILLAGE

The Village, founded and operated by the Friends of Historic Meridian, is a living history museum – a place where visitors can see, touch, hear, and even taste what life was like over 100 years ago. The seven (7) historical buildings provide a wonderful setting in which to experience life of an early mid-Michigan settler. The Village is reserved by schools as part of history curriculums and for tours and/or programs for individuals and groups. In addition, the Village Chapel was available for rent.

The following is a summary of the activities the Village conducted in 2016:

- The Village office was open during the week Tuesday through Thursday from 9 am to 2 pm, except in February and July when the office was open on Wednesdays only. The office was closed from December 15 - January 31.
- The Village was open for walk-through tours on Saturdays from 10 am to 2 pm from May through October which coincides with the Farmers' Market open hours on Saturdays.
- The Village completed fund-raising for and the construction of office addition to the Barnes House.
- Open for school groups and tours. Thirty-six schools toured the Village in 2016 for a total of 2,787 students grades K through 4th grade. All tours conducted by one or more of our 20 school docents and two staff members.
- The Village was the location of a week-long morning day camp in August, which served 5 children in grades 3 through 6.
- A spring meeting was held with a guest speaker.
- The Board of Directors of the Friends of Historic Meridian held 12 monthly meetings in 2016, two (2) of which were specifically dedicated to long-range planning. In addition, the Board of Directors conducted an Annual Membership Meeting on Sunday, November 20th, provided reports on the year's activities and hosted a ribbon cutting ceremony for the new Barnes House office addition.

Special events:

- Be A Tourist In Your Own Town with 100-125 visitors
- Halloween Meridian-Style with 500 visitors
- Meridian Heritage Festival 1,500 - 2,000

Members/Attendance/Wedding Totals:

- Total number of Friends of Historic Meridian members:173 (195/2015/ (201/2014; 201/2013)
- Number of wedding rentals in 2016: 6 (8/2015; 11/2014; 22/2013; 12/2012)

Brad Brogren was President of the Friends of Historic Meridian Board of Directors. Staff consists of Executive Director Jane Rose and Education Coordinator Melissa Andres.

2015 PARKS AND LAND PRESERVE VOLUNTEERS

The support and engagement from residents and organizations in parks and recreation programs is just one more element contributing to the greatness of our community. The giving of time, money, and knowledge continue to strengthen the ties between residents, businesses and government.

Layne Cameron	Provided stewardship activities Red Cedar Natural Area and Meridian Riverfront Park
Haslett Beautification Assoc	Planted and maintained the Marshall Park sign and Haslett green spaces
Meridian Garden Club	Planted and maintained gardens in the Historical Village, the gardens in front of the Municipal Building and Claire Twohy Memorial Garden in Central Park; donated and planted an Arbor Day tree in Village near the pond with a plaque; broke ground for the Plant it Pink Garden
Martha Hentz/Chris Buck Family	Hartrick Park (Martha Hentz, Chris, Evan, & Phillip Buck) – donated and planted flowers at Hartrick Park around flagpole and sign, trash pick-up
Steve DeBrabander	cleared and maintained trails in Brattin Woods
Eckhart Dersch	Provided reports on Ferguson, Wonch, Central, North Meridian Road Parks to identify needed maintenance
Eagle Scout Clayton Carmichael	Constructed boardwalk in North Meridian Road Park
Eagle Scout Robert McQuaid	Constructed concrete slab and privacy fence around the recycling area at the Harris Nature Center
Eagle Scout Gage VanOrder	Constructed handicap accessible overlook in Ted Black Woods
50 volunteers	Love A Park Day, April 23, 2016 Nancy Moore – Haslett Scouts #265 Roger and Nancy Smith, and neighbors Hillbrook Park – Haslett Kiwanis Club, Bobby Dubyne, neighbors and Park Commissioner Phil Deschaine Harris Nature Center – Okemos Kiwanis Club, Haslett-Okemos Rotary Club, Treasurer Julie Brixie, Meridian Democrats Hartrick Park – Martha Hentz and Chris Buck Sander Farm – Larry Hennessy Forest Hills Natural Area – Forest Hills Neighborhood Association
Ellen Passage	Maintained Paul Peterson memorial at Nancy Moore Park
Larry Hennessey	Cleaned and monitored the bluebird boxes in Sander Farm Preserved Natural Area and Tacoma Hills Natural Area.
Forest Hills Homeowners Association Members	Cleaned Forest Hills Natural Area (Cecelia Kramer)
Consumers Energy	Donated and planted \$1,000 worth of trees as part of their Right Tree Right Place program (Rebecca Wildenthal)

Arlene Friedland	bench donation in memory of Judge Irvin J Friedland to be installed on pathway between Park Lake Road and Okemos Road (installed in 2017)
Jennifer & Tom Taylor	\$1,000 donation toward mural in memory of Sandra Machtel to be created and installed as part of 2017 Celebrate Meridian event and \$2,000 donation toward the purchase of dog agility equipment for the upcoming Doggie Playground in Central Park.
Mid-Michigan Republican Women's Club	donated tree and plaque in memory of Virginia White to be planted in the Meridian Historical Village (installed in 2017 Mary Lou Gifford)
Lansing Oar and Paddle	Continued stewardship of the Red Cedar River. (Jay Hanks, Rich Bailey, George Stockman, Don Potter, John Flaherty, and Tony Kuhlman)
Maria Ibarra	Planted mums and spread mulch at Ferguson Park and Okemos Library
Shirley Smith	Planted mums and spread mulch at Wonch Park
Steve Thomas and Family, Sower Woods Neighbors	Sower Woods Land Preserve Maintenance Throughout the year maintained Sower Woods by removing invasive species and planting native forbs
Frank Hatfield, Sylvan Glen Neighborhood Association, Lisa and Phil Bonney, Kay Trosko, Margaret Frankhauser, Gerald and Barb Zuker, Larry Robbins, Margo Smith, Holland Family	Removed invasive Autumn Olive from Red Cedar Glen
Haslett Elementary Grand Learning Network Land Preservation Advisory Board Mark Stephens and Jim Kielbaso	Davis Foster Seed Ball Project – 90 students enhanced the grassland at Davis Foster by creating native seed balls
Dave Caszatt Donald Dickman, Nick Sanchez Sandy Davis, Cathie and Max Lindquist, Dave Wearsch, Margo Smith, Frank Hatfield, Rick Loftus, Matt, Frank and Charlotte Jones, Haslett Scout Troop 265, Mary and Adriana Flores, David Dietz, Mary Fielding, Mark and Paula Frantz, Hector, Paul, Rick	Towar Woods Preserve: Cleared invasive plants, planted trees, conducted activities to reduce deer damage to trees
Bennett Woods Elementary	120 Students planted a Monarch Way Station at Hartrick Park and also picked the invasive species Garlic Mustard
Julie Taliber and Dave Reicosky	Helped with the initial planting and then maintained the Monarch

Way Station Hartrick Park for the whole summer

Deer Management Program	Aaron Rustad, Alan Franklin, Andrew Taylor, Austin Cole, Ben Cummings, Billy Haskins, Brian Watts, Bruce Bussing, Cam Haskins, Casey Carnahan, Chad Cannon, Chad Houck, Charles Otlewski, Christopher Wilcox, Colan Adams, Dan Smith, Dave Hendersen, Glenn Thomas, Jack Shull , James Hurst Jr., Jay Graham, Jeff Neilson, Jeffrey Speer, Jeremy Kapalla, Jonathon Mayes, Justin Cook, Ken Phinney, Kenneth Plaga, Kent Brainbridge, Kim Emery, Kirk Schalau, Kyle Cook, Larry Harb, Layne Cameron, Lee Colony, Margaret Delong, Marvin Johansen, Matthew Cuthbert, Matthew Delong, Matthew Foreman, Matthew Prinz, Matthew Solit, Matthew Wesener, Max Miller, Michael Ellis, Michael McDonald, Michael Mead, Michael Pemble, Michael Reilly, Mike Kingsley, Mike Marinez, Nicholas Hallenbeck, Nicholas Jugan, Ray Nachreiner, Robbie Pairolero, Robert Alexander, Robert Fortino, Roger Cook, Ryan Brzak, Ryan Holem, Scott, Davis, Scott Goldammer, Scott Vercruysse, Steve Potvin, Steven Busch, Stephen Moore, Thomas Forton, Thomas Porter, Thomas Taylor, Timothy Swartz, Tom Cannon, Trevor Arnold, Zachary Archibald
Leslie Kuhn & Jim Hewitt	Treated invasive species across the township; garlic mustard, phragmites and knotweed. Mapping/permitting/owner contacts and treatment
Gene Wasserman	Maintenance, monitoring and reporting of Bluebird boxes in Meridian Riverfront Park and Hartrick Park
Patrick & Michelle Allen	Geocache liaisons for the parks – monitoring caches that have been placed in the parks
Georganne Withey	Fitness Over-50 Program Coordinator at the Meridian Mall
MSU Educating Student Athletic Trainers In Medicine (ESTIM)	Meridian Township Family Winter Sports Weekend Polar Bear 5K Race on January 24, 2016 (8 volunteers)
Kiwanis Club of Okemos	solicited gift cards from local businesses for the HNC Foundation (approximately \$500 value; Larry Bacon, Al Wood, Dick Witter, Arnie Johnson, Paul Marttila)
Kelly Colflesh	Assisted with maintenance around the Central Park pond to improve fishing access and provided assistance with annual fishing events
Brian Van Order Michigan Demolition and Excavation, Inc.	Contributions of time, expertise, equipment for many park projects
Joe Pennoni Rapid Tree Removal	Contributions of time, expertise, equipment for many park projects
Harris Nature Center Foundation	Fundraising efforts for the Harris Nature Center (Jim Buscetta; June Hicks; Barb Kissling; Julie Moore; Patty Robbins; Nora Thompson; Roxanne Truhn)

Friends of Historic Meridian	Outstanding efforts toward growth and sustainability of the Meridian Historical Village and for providing meaningful and educational programs and community events for youth and families; (Jane Rose, Executive Director; George Grettenberger, Acting President)
Meridian Senior Center Advisory Board	Provide input, direction and program support for the Meridian Senior Center. (Peggy Frisch/President; Jack Whitmyer/Vice President; Betsey Bricker; Richard Fox; Gen Healy; Carol Rousch; John Wills; Darla Jackson; LuAnn Maisner; Cherie Wisdom)
Edgewood Village	2016 Towar Summer Playground Program (\$1,000)
Fireworks Celebration Contributors	Meijer - \$2,000 (Terry Cole, Cindy Nunn, Chris Wilson/Okemos Store) Meridian Plumbing - \$1,000 (Craig Phillipich) The Harkness Law Firm PLLC - \$1,000 (Cullen Harkness) Culvers Butterburgers & Frozen Custard - \$1,00 (Cory Chavala) WLNS TV 6 – in-kind advertising (Barbara Bruce) Eastside Tax and Accounting, LLC – \$250 (Thomas Johnson) Okemos Animal Hospital - \$250 (Nydia Alfonso) Ingham County Medical Care Facility and Rehabilitation Center - \$250 (Karen Webster)
Youth Scholarship Program	Kiwanis Club of Okemos (\$400); Brian Beauchine (\$407)
Monarch Watch	Received grant of two flats of butterfly plants (swamp milkweed and butterfly weed)

To honor of all our 2016 park volunteers, a tree will be planted in the Meridian Historical Village with a plaque thanking them and a QR Code to our website that shows all the volunteer projects for that year. This is the fourth year for this type of recognition.

2016 VOLUNTEER TOTALS

	<u>VOLUNTEERS</u>	<u>HOURS</u>	<u>VALUE</u> <u>(@\$23.56/hr)</u>
Parks/Land Preserves	453	5,413	\$127,530
Recreation	432	19,347	\$455,815
Harris Nature Center	198	1,225	\$28,861
Meridian Historical Village	68	1,792	\$42,220
Meridian Senior Center	31	1,323	\$31,170
Deer Management Program	73	3,000	\$70,680
2016 TOTALS	1255	32,100	\$756,276

COMMUNITY OF PARTNERS

The Meridian Township Parks and Recreation Department makes it a priority to engage local businesses and organizations in its daily operations. Our goal is to create win-win opportunities with these partnerships to increase their exposure and customer engagement as well as assist us in the delivery of quality programs and special events for the community. Below is a list of community partners:

- Art Unlimited
- Arbor Day Foundation

- Bath Township
- Capital Area Audubon Society
- Capital Region Community Foundation
- City Limits East Bowling Center
- Culver's of Okemos
- Designs by Nature
- Delta Township Parks and Recreation Department
- Dr. Maureen Sander
- Dick's Sporting Goods
- Douglas J Salon & Spa
- Eastside Soccer Club
- Eastside Tax and Accounting
- East Lansing Department of Parks, Recreation and Arts
- Edgewood Village Town Homes and Apartments
- Friends of Historic Meridian
- Friends of Meridian Pathways
- Friends of the Red Cedar River
- Home Depot
- HOM-TV Channel 21
- Governor's Council on Physical Fitness, Health and Sports
- Greater Lansing Food Bank
- Greater Lansing Chinese Association
- Harris Nature Center Foundation
- Haslett Beautification Association
- Haslett Community Education
- Haslett Kiwanis Club
- Haslett/Okemos Rotary Club
- Haslett Schools
- Haslett Youth Baseball Association
- Independent Bank – Okemos Branch
- Ingham County Parks
- Ingham County Medical Care and Rehab Facility
- Lansing Oar and Paddle Club
- Lansing Derby Vixens
- Lansing Parks and Recreation Department
- Lansing Public Schools Summer Lunch Program
- Lansing Community College
- Marco's Pizza
- Meridian Area Business Association
- Meijer
- Meridian Mall
- Meridian Plumbing
- Meridian Economic Development Corporation
- Meridian Township Police, Fire and Public Works Departments
- Meridian Township Citizens' Recycling Advisory Committee
- Meridian Sun Golf Club
- Meridian Garden Club
- Michigan Athletic Club
- Michigan Demolition and Excavation
- Michigan Plumbing
- Michigan Recreation and Park Association
- Michigan State University
 - Department of Community Engagement and Sustainability
 - Grand Learning Network
 - Project Fish
 - Department of Asian Studies
 - Chinese Student Committee
 - Chinese Faculty Club
 - Chinese Students Scholars Association
 - Chinese School
 - Chinese Undergraduate Students Association
 - Confucius Institute
 - Office for International Students and Scholars
 - Science Festival
 - Tourism and Recreation Club
 - Kappa Delta Pi Fraternity
- Mid-Michigan Stewardship Network
- Mid-Michigan Environmental Action Council
- MSU Demmer Center
- Playmakers
- Nokomis Learning Center
- Okemos Ace Hardware
- Okemos Community Education
- Okemos Community Church
- Okemos Public Schools
- Okemos Baseball Club
- Okemos Soccer Club
- Okemos and Haslett Libraries
- Okemos and Haslett Boy Scouts and Girl Scouts
- Okemos Kiwanis Club
- Okemos Masons
- Pruess Pets
- Riverside Cat Hospital
- Ralya Elementary School
- Studio [intrigue]
- Taiwanese Association of Greater Lansing
- Towar Community Concerns Committee (TC3)
- City of Williamston

- WLNZ Radio/TV
- Woodcraft Kits
- Wood's Marathon

TEAM MEMBERS

LuAnn Maisner, Director of Parks and Recreation
 Robin Faust, Administrative Assistant II
 Michael Devlin, Parks and Recreation Specialist
 Darcie Weigand, Parks and Recreation Specialist
 Katherine (Kit) Rich, Senior Park Naturalist/HNC Coordinator
 Catherine (Kati) Adams, Senior Park Naturalist
 Jane Greenway, Parks and Land Management Coordinator
 Kelsey Dillon, Land Stewardship Coordinator
 Dennis Antone, Facilities Superintendent
 Lawrence Bobb, Parks and Grounds Maintenance Lead Worker (January-October)
 Matt Foreman, Parks & Grounds Maintenance Lead Worker (October-December)
 Keith Hewitt, Parks and Grounds Maintenance Utility Worker
 D'Destin Kaufmann, Utility Worker (January -November)
 Benjamin McCann, Utility Worker (December)
 Ryan Moore, Utility Worker
 Robert Stacy, Parks and Grounds Maintenance Utility Worker (January -November)
 Cherie Wisdom, Meridian Senior Center Coordinator
 Courtney Caltriber, Meridian Senior Center Assistant
 Christine Miller-Farmers' Market Manager

Seasonal Staff:

Sheldon Weiss, Recreation Intern (April-September)
 Michael (Jessie) Hanson (September-October)

Playground Supervisors (June-August):

- Aaron Beauchine
- Laura Jones

Parks and Grounds Seasonal Staff (May - December):

- Zachary Bepler
- Derm Carkson
- Michael Jesse Hanson
- Kyle Krumm
- George Lillie
- Zachary Reid
- Spencer Vandecar

Park Rangers (May – September)

- Christina Hamilton
- Makenna Ott

Land Stewardship Assistant

- Kelsey Dillon (January-September)

Assistant Park Naturalists:

- Allison Goodman (January-December)
- Alicia Olsen (January-December)

- Peter Matcheck (January-May)
- Rachel McDaniel (February-December)
- Sierra McWilliams (March-December)

Fitness Over-50 Program Fitness Instructors:

- Molly Hunsberger-Nevins
- Jessica Ferrigan-Nevins

POLICE DEPARTMENT



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.

MTPD TEAM MEMBERS

CHIEF

David Hall

ASSISTANT CHIEF

Ken Plaga

CAPTAIN

Greg Frenger

SERGEANTS

Bart Crane

Lana Howell

Scott Dawson

Brad Bach

Andrew McCready

Richard Grillo

Edward Besonen

OFFICERS BY SENORITY

Kelly Blask

Kristi Lysik

Paul Rambo

Dave Metts

Judy Hood

Christina Scaccia

Jeff Adams

Curt Squires

Brett Reed

Erin Linn

Brian Canen

Charles Glumb

Andrew Tobias

Christopher Lofton

Robert Jurhs ***

Kyle Royston

Rebecca Payne

Kevin Harvey

Mark Divney

Jason Clements

Michael Hagbom

Bryan LeRoy

Adam Stebbins

Brian Dow ***

Doug Strouse

Aaron McConaughy

Dan King

Adam Slavick *

Tori Klewicki-McNutt *

CIVILIAN PERSONNEL

Kristi Schaeding , Administrative Assistant II

Chris Domeyer, Property Technician

Cindy Cummings, Records Supervisor

Lynne Bach, Records Technician II

Lori Hagan, Records Technician II

Chris Collette***, Records Technician

CADETS

Elizabeth Johnston ***

Jennifer Bentz ***

Kaitlynn Totten ***

Sean Rasmussen

Emily Eaton

Ashley Stombaugh

Grant Thelen

Brian Kolke *

Mike Scott *

Maryam Masood*

Matthew Greydanus*

Katrina Hines *

* Hired in 2016

** Retired in 2016

*** Resigned in 2016

ADMINISTRATION

The command structure consists of the Uniform Division and the Services Division. Promotions were made in February. Ken Plaga was promoted from Lieutenant to Assistant Chief with primary responsibility over the Services Division. The Assistant Chief has authority over the entire Department under the Chief. Lieutenant Greg Frenger was promoted to Captain and placed in charge of the Uniform Division.

UNIFORM DIVISION

The Uniform Division is the largest division of the Police Department. The Division consists of Road Patrol, the Canine Unit, and the School and Community Resource Unit. The Division has 24 officers, 6 sergeants and is commanded by a Lieutenant. The Division provides 24 hour road patrol to Meridian and Williamstown Townships. The Division also provides DARE and TEAM lessons in the schools located within Meridian Township.

In 2016, there were 18,364 calls for service (excluding traffic stops). Of those calls, 6,332 were written police reports and 700 were arrests. Officers issued 2,272 citations with a total number of 2,768 charges. Each citation can include up to three charges.

2016 Written Reports	
Alarms	839
Traffic Crashes	1,04
All Other	4,44
Total	6,33

YEARLY COMPARISONS

Written Reports

2013	2014	2015	201
5,97	6,30	6,427	6,33

Calls for Service

2013	2014	2015	2016
13,839	13,55	17,254	18,36

Arrests

2013	2014	2015	2016
864	855	765	700

Citations

	2013	2014	2015	2016
Citations Issued	2,883	2,618	2,366	2,27
Total # of Charges	3,468	2,979	2,743	2,76

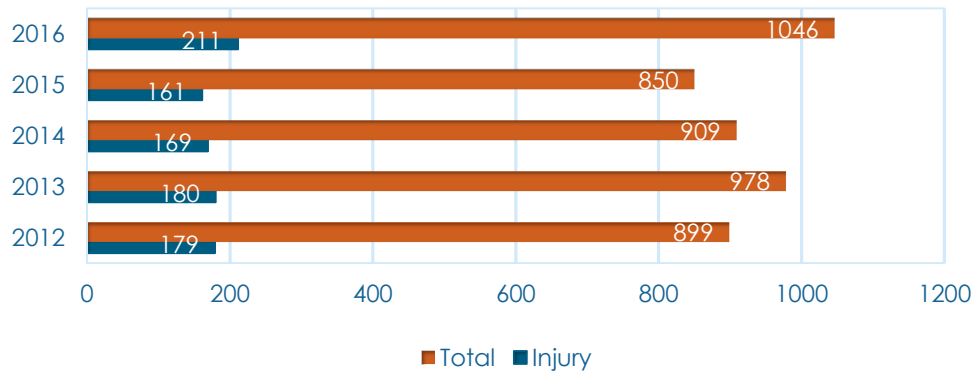
Calls for Service As Received From Dispatch			
911 Hang Up	150	OIWarrant	156
Abandoned Vehicle	81	Operating Under Influence of Drugs	53
Accident Non-Traffic	2	Ordinance Violation	20
Admin	914	Parking Complaint	148
Alarm	917	Party Complaint	25
Animal Call	301	Police Assist	129
Assault	128	Personal Injury Accident	82
Attempt to Locate	83	Personal Protection Order	35
Bar Check	17	Peace Officer Complaint	20
Bomb Threat	1	PININL – Accident with Entrapment	11
Burglary	106	PBT – Preliminary Breath Test	8
Child Abuse/Neglect	40	Private Property Accident	66
Check ID	6	Pick up Property	148
Civil Disturbance	127	Property Damage Accident	1,037
Community Meeting	9	Prowler	19
Crossing Guard	3	Person Requiring Treatment	16
Crowd Control	2	Runaway	55
Criminal Sexual Conduct	27	Reckless Driving	373
Deliver Message	15	Repossession	32
Disorderly Conduct	2	Retail Fraud	437
DOA	9	Robbery	2
Dog Complaint	214	Security Check	162
Domestic Assault	91	Shooting	1
Drown in Moving Water	0	Shots Fired	63
Drugs	88	Special Assignment	279
Drunk	10	Stalking	22
Escort – Bank Escort	1	Subpoena Service	137
Fight	105	Subject Down	7
Fire Assist	534	Suicide	62
Fireworks Complaint	79	Suspicious Situation/Person/Vehicle	1351
Follow-up	919	Threat	92
Foot Patrol	74	Traffic Control	144
Fraud	323	Transport	216
Harassment	128	Trash / Littering Complaint	22
Hazzard – Road	412	Trespass	30
Hit and Run	156	Trouble With Subject	301
Inmate – Transfer	3	Test – Test CAD call	3
Juvenile	68	Unlawfully Driving Away An Automobile	41
K9 – Assist	33	Unknown Injury / Accident	47
Larceny	419	Unwanted Person	166
Liquor Law Violations	4	Unwanted Trouble	120
Lock Out	34	Utility / Wires Down	79
Malicious Destruction of Property	175	Vehicle ID Check	10
Medical Assist	3,543	Visual/Vacation Property Check	161
Missing Person	59	Warrant Arrest	185
Motorist Assist	365	Weapon Violation	18
Neighbor Complaint	60	Welfare Check	600
Noise	317		
Obscene	19		
TOTAL CALLS FOR SERVICE: 18,364 *			

*Call-for-service numbers include any agency who took action within the Township borders. Ingham 911 dispatch was unable to filter out other agencies.

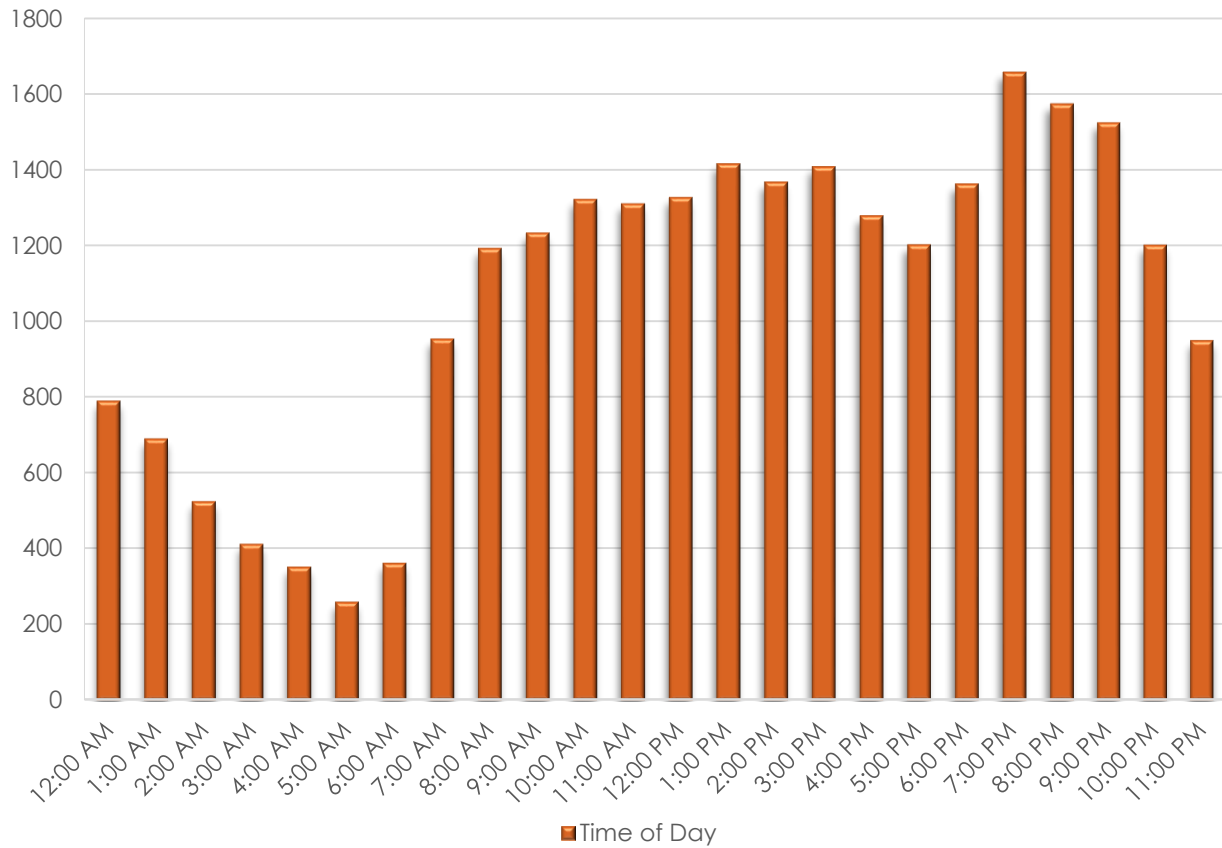
Offenses in 2016			
Alarm Response	839	K9 Search/Training	60
Arson	4	Larceny	370
Assault	267	Liquor Law/Violations	27
Building Code Violation	0	Medical First Responder	641
Burglary	104	Miscellaneous Non-Criminal Offense	549
Commercialized Sex/Prostitution	0	Motor Vehicle Theft	18
Conservation	1	Negligent Homicide/Manslaughter	0
Criminal Sexual Conduct	35	Obscenity	15
Damage to Property	130	Obstructing Justice	398
Disorderly Conduct	43	Obstructing Police	20
Embezzlement	20	Ordinance Violation	0
Extortion	4	OUI of Liquor of Drugs	60
Family Abuse / Neglect / Other	19	Peeping Tom	1
Forgery / Counterfeiting	25	Public Peace Other	3
Fraud	307	Retail Fraud	430
Health and Safety	25	Robbery	11
Hit and Run Motor Vehicle Accident	21	Sex Offense (Other)	3
Immigration	0	Stolen Property	15
Incapacitated / Mental Health	137	Threat to Burn/Bomb	4
Intimidation / Stalking	97	Traffic Civil	1,288
Investigation / Inspection (Non-Criminal)	376	Traffic Criminal	209
Invasion of Privacy (other)	1	Trespass	22
Juvenile Offenses / Runaway	31	Violation of Controlled Substance	74
Kidnap	3	Weapons Offense	18
TOTAL OFFENSES REPORTED: 6,725 <i>*Some written reports have multiple offenses</i>			

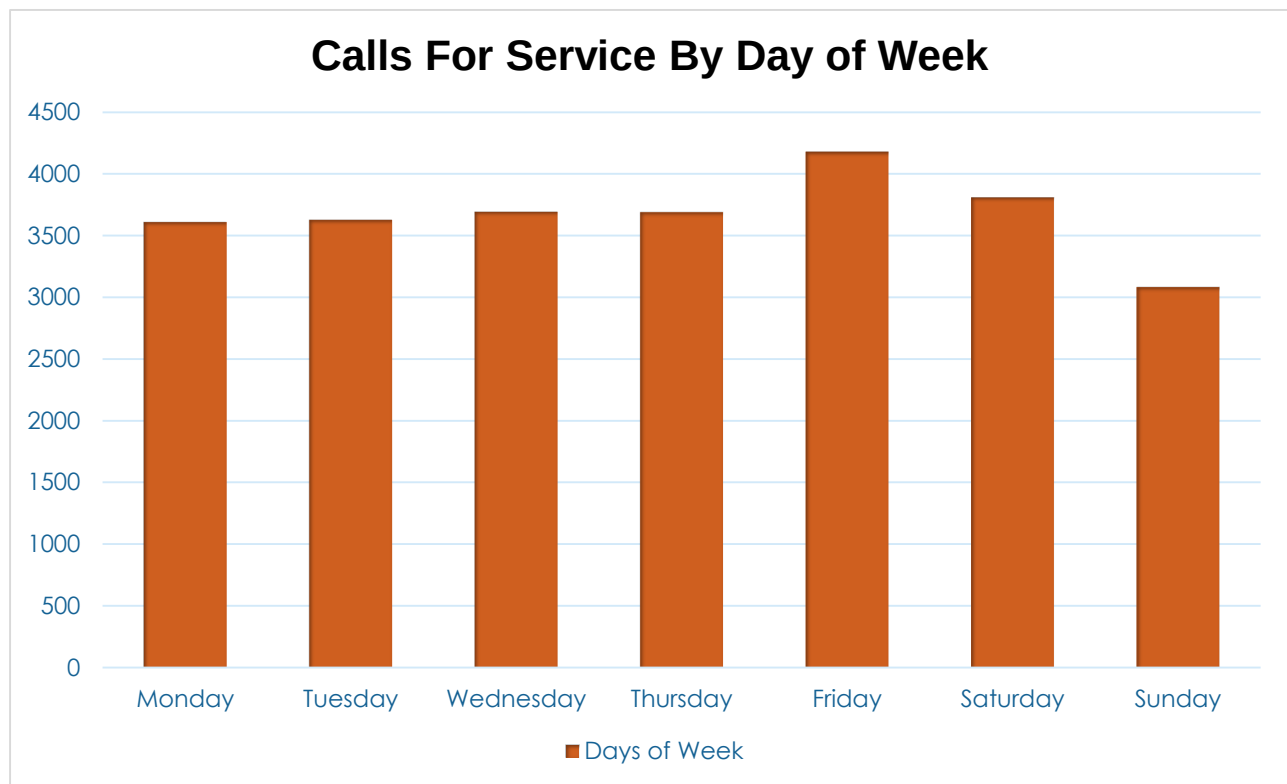
Crash investigations in Meridian Township totaled 1,046 in 2016. This was an increase of 142 from the previous year. Crashes are classified as personal injury, property damage (no injuries) and hit and run crashes. Injuries can fall into several categories, ranging from the simple complaint of pain, to those that are life threatening or even fatal. There were 211 crashes with injured occupants and 835 crashes with no injuries. There was one crash involving a fatality in 2016 in Meridian Township.

Traffic Crash Total to Injury Comparison



Calls For Service By Hour of Day





TRAFFIC SAFETY

Residents of Meridian and Williamstown Townships have identified traffic safety as one of their more pressing concerns. The Department employs several methods of addressing traffic safety including enforcement with patrol units, motorcycle enforcement, a semi-marked vehicle, and grant-funded enforcement programs. Directed patrols are assigned when complaints of traffic safety concerns are identified. The Michigan Department of Transportation and Ingham County Road Department are also consulted on a regular basis and have provided speed study data when requested.

Education is another factor in traffic safety. The School Resource Officers discuss traffic safety in the schools, both the Youth Academy and Citizens' Academy receive instruction on traffic safety, and there are regular stories on HOMTV concerning traffic safety as well.

Speed awareness signs are deployed in an effort to remind drivers to watch their speed. The Department deploys a sign on a trailer as well as a sign that is mounted on a telephone pole.

TRAFFIC CRASH INVESTIGATION TEAM

The Crash Investigation Team is activated when a crash results in a fatality or is so severe that there is a likelihood of a person suffering a fatal injury. The personnel on the team are trained on the operation of special equipment with advanced training in crash investigations. Meridian Township had four crashes that required additional investigation. There was a fatal crash on Meridian Road near Chimney Oaks in April. A passenger in the vehicle was killed when the driver lost control of the vehicle on ice and snow. The other three crashes were not fatal crashes. One crash involved two female pedestrians struck by a vehicle, both of whom were released from the hospital the following day. A second crash involved a male pedestrian with a bicycle who was injured but

survived. The third crash involved a male pedestrian who later died; however, his death was not attributed to the crash.

In 2014, a crash investigation team was developed for agencies in Ingham County. Meridian Township officers on the Crash Investigation Team joined other area agencies in the newly formed Ingham Regional Crash Investigation Team (IRCIT). IRCIT is called to assist participating agencies in the investigation of fatal crashes. In an effort to reduce overtime costs, officers on duty are supplied by departments to collect evidence that may otherwise be destroyed by environmental factors, and to quickly restore normal traffic flow. Members regularly meet to conduct training. Meridian Township Police supplied personnel to assist with investigations in other jurisdictions on three occasions in 2016. The IRCIT also assisted Meridian Township Police with the investigation of the fatal crash on Meridian Road near Chimney Oaks and the Williamston Township (M-43 and Meridian Rd.) crash, which resulted in two deaths.

Meridian Township began a managed deer harvest program in 2011. The program is an effort to reduce the over-population of deer in the community. The program monitors the numbers of deer harvested by hunters and the number of deer killed in vehicle crashes. Additional efforts to manage the deer population were implemented in 2015 when Chronic Wasting Disease was found in the deer population in Meridian Township. The Department of Natural Resources has conducted additional deer culling efforts in Meridian Township to help control the population and to further test Chronic Wasting Disease.

Meridian Township Deer Involved Collision Data			
Year	Injury Involved	No Injury Involved	Total
2009	1	151	152
2010	1	137	138
2011	2	150	152
2012	2	151	153
2013	4	176	180
2014	4	133	137
2015	5	139	144
2016	5	159	164

VOLUNTEERS

Volunteers are an important part of the Department's mission. In 2016, two volunteers worked a total of 607 hours conducting parking enforcement for the township. The volunteers issued 338 warnings, 87 fire lane citations, and 621 Handicap Citations. The goal of parking enforcement is to keep fire lanes open for emergencies and to deter improper use of handicap parking spaces. A majority of the handicap parking citations were dismissed in 2016 when the violator demonstrated that he/she forgot to display his/her permit.

COMMUNITY POLICE OFFICERS

Meridian Township residents are encouraged to become involved in policing in our community. Many neighborhoods have a leader who officers contact regularly. Officers are the contact person for the leader to ask questions, identify problems, and receive feedback. Officers notify leaders of crimes in the neighborhood, provide crime prevention tips, and attend neighborhood meetings. The Department hosts quarterly Neighborhood Leader Meetings. The leaders meet with the Chief and other command staff, a police-related presentation is given, and the leaders each have an opportunity to discuss concerns in their respective neighborhood.

National Night Out is an important part of the community policing effort. Officers attended events in thirty neighborhoods in 2016. Officers attended the events, canine teams made visits, children explored patrol cars, there were appearances by McGruff the Crime Dog, and the motorcycle unit visited with groups. The event is strongly supported by the police and community.

ADULT CROSSING GUARDS

School crossings are designated using the standards set in the AAA Adult School Crossing Guard Manual. Six crossing guards staff the six school crossings in Meridian Township. School Crossing Guards attend annual training at the Lansing Area Safety Council. The schools and Community Resource Unit officers work closely with the Lansing Area Safety Council to support the training. The Lansing Area Safety Council also hosts an annual Crossing Guard Appreciation Dinner at the end of the school year.

The crossing guards are selected and supervised by the School Resource Officer. The crossing guard personnel have varying tenure with some who have worked for Meridian Township since 2005 and some starting as recently as 2016. The crossing guards are all very committed to the safety of the children they serve. They recognize they serve an important role in the overall safety of the community.

CANINE TEAM

The Meridian Police continue to deploy two K-9's for the department. The handler and canine are referred to as a K-9 Team. The two teams consist of Officer Erin Linn/K-9 Uby and Officer Andrew Tobias/K-9 Yukon. The teams are trained to conduct searches, track persons, locate articles, and find narcotics. Area agencies provide teams when the Meridian Police teams are not available and our teams assist other agencies when necessary as well.

Canine Team Activity Numbers	
Calls Handled By Meridian's Canine	68
Calls Handled By Other Departments	5
Call Outs To Other Departments	50
Total Calls For Service	123
Activity Type	
Area Search	6
Article Search	1
Building Search	4
Demonstrations	11
Felony Stop	3
Narcotics Search	53
Other	4
Security Check	1
Track	40

Total	123
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*A canine call may include more than one activity type.

SPECIAL RESPONSE TEAM

The Ingham Regional Special Response Team is called upon to assist with high-risk search warrants, barricaded gunmen, arrest warrants, drug raids, civil unrest, and other tactical situations. Meridian police provide personnel as operators including a sergeant, three officers, and a K-9 team. In addition, we provide a sergeant and two personnel to the SRT Negotiator Team. The operators and negotiators can be called out as an entire team or independent of one another depending upon the circumstances.

The SRT Operators were utilized for four events in 2016:



- January - Stolen firearm search warrant resulting in the arrest of the offender in Delhi Township.
- March - Drug search warrant resulting in three arrests and a firearm seized in Delhi Township.
- March - The team assisted the U.S. Secret Service for a motorcade for Presidential Candidate Bernie Sanders.
- September - A search warrant regarding the sale of a stolen firearm was conducted. One of the suspects fled out a window with a handgun and was apprehended by perimeter units.

The SRT Negotiators were utilized for two events in 2016:



- October 2016: Negotiators were called to a suicidal subject in Delhi Township. The man took his life before the negotiators arrived to assist.
- November 2016: Negotiators were called to a suicidal subject in Wheatfield Township. The negotiators convinced the woman to exit the residence and she was taken for treatment.

SCHOOL AND COMMUNITY RESOURCE UNIT



The School and Community Resource Unit consists of two police officers. The unit continues the strong relationship between the Okemos and Haslett Public schools as well as Okemos Montessori, Radmoor Montessori, St. Martha's and Donley Elementary.

The relationship is proving effective as students, parents, and staff consistently observe officers in their buildings. Officers are in the buildings for a variety of reasons; walk thru, teaching classes or presentations, mentoring students, responding on calls for service, and participating in safety drills (lockdowns, fire and tornado).

In 2016, several presentations were provided with the assistance of our Canine Unit. This proved very informative to the students as the use of canines always increases their engagement. The classes were able to interact with the canine during the presentations.

The DARE curriculum was taught to 5th graders at Okemos and Haslett Public Schools as well as St. Martha's school. Not only does the DARE curriculum involve instruction regarding drugs, but many other topics as well. All of the instruction is geared toward making safe and healthy choices. The students enjoy the interaction with the officers. Along with asking questions regarding the topic

of instruction, students also enjoy discussing the duties that police officers perform in the community.

The TEAM curriculum is taught at every grade in the schools. This curriculum allow flexibility in the hours of instruction. This aspect of TEAM is appealing as it allows the schools to schedule the instruction while meeting the increasing demands on the teaching staff. TEAM classes vary from 911 and general safety issues to Cyber safety and Cyber Bullying. Students are encouraged to participate in discussions and ask questions. The use of social media and increase of online interactions has grown at an amazing rate. As such, TEAM has incorporated important instruction regarding personal safety and the potential dangers of these ever-expanding networking applications.

This School and Community Resource Unit have also been invited to elementary Science Fairs and Family Fun Nights. The Unit works with the Crime Scene Investigators to provide hands-on demonstrations of fingerprinting at the Science Fairs. The Family Fun Night consists of officer attending and interacting with participants as well as handing out Meridian trinkets (pencils, stickers) as the students move around the school and play carnival games.

The School and Community Resource Unit also worked with Williamston and Okemos Senior Centers regarding safety presentations. Area Senior Centers have speakers attend during high volume senior attendance. The topics presented were general senior/elderly safety, identity theft/ghosting, and covered TRIAD.

Number of Classes Held in 2016	
D.A.R.E	268
T.E.A.M.	20
Other Presentations	60
Total for 2016	348

Tri-County TRIAD is a group of volunteers that all have the same goal in mind: keeping the elderly community safe. It is an effort put on by citizens, police, fire and many other outreach programs. The largest event they organize is “No Senior Without Christmas.” This event is a tri-county event and provides a holiday gift basket for elderly residents who meet certain criteria. This event is made possible through donations from the community and businesses. This year, 300 baskets were prepared and donated. The group plans to increase the number to 350 in 2017. Meridian Township Police have been a consistent participant in this event since 2010.

Another event the School and Community Resource Officers are in charge of is the Halloween Open House. The 2016 event proved to be the record year for attendance with over 700 in attendance. This includes tours of the Department, treat bags, cider and donuts and handling some of the equipment officer’s use. The event also allows for direct interaction with the officers.

Lansing Area Safety Council provides the training for the student safeties that work at several of our elementary schools. At the end of the school year, they host a Safety Picnic at Hawk Island Park in Lansing. Area police agencies participate and interact with the safeties that attend. Patrol cars and other equipment are on display. Lunch is provided, with clubs volunteering their time to cook hot dogs.

SERVICES DIVISION

The Services Division provides support to the Uniform Division by processing reports, following up on criminal complaints, evidence processing, hiring new officers, providing technical support, and the cadet staff. Services Division includes the Investigations Unit, Records Unit, Cadets, Property Technician, and Services Division Commander.

INVESTIGATIONS UNIT

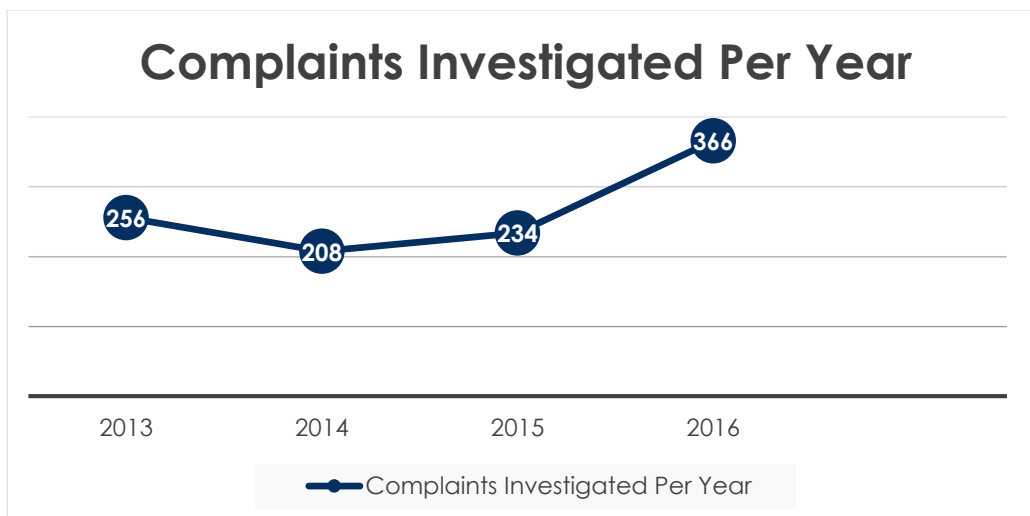
Personnel are selected to serve in the Investigations Unit for a three-year assignment. The Investigations Unit includes a Sergeant, four officers investigating cases and a Court Services Officer. The Investigators are assigned cases that require specialized training, significant resources, and additional follow-up. Investigators are required to be on call one weekend per month and attend specialized training related to their job. The Court Services Officer (CSO) is assigned to be the liaison with prosecutors and courts. The CSO is also responsible for sex offender registration and verification.

The Investigations Unit supervisor coordinates resources during large investigations, monitors investigators and the CSO during their daily assignments. The Sergeant also reviews reports and assigns follow-up investigations. Reports written by the Uniform Division are reviewed and those with sufficient solvability factors are assigned to the Investigators. The victims of crimes that lack any investigative leads are notified by letter that the case is not being investigated; however, the case may be reopened if new information develops. In 2016, there were 163 letters sent to victims in Meridian Township and 9 letters sent to victims in Williamstown Township. The Sergeant also reviews all crimes involving the area schools. These cases involve crime on school property, on a school bus, at a school-sponsored event, within 1,000 feet of a school, or if it poses a significant threat to students, staff, or school property. These crimes are reported to the schools. In 2016, there were 38 notifications sent to Okemos, 33 to Haslett, 2 to East Lansing Schools and 1 notice to Williamston Schools.

The four officers are assigned to investigate criminal complaints including homicides, sexual assaults, robberies, child 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.

Complaints Assigned Per Year	
2013	256
2014	208
2015	234
2016	366

The above table shows the Investigations Unit assigned a total of 366 complaints in 2016.



The table below lists the types of offenses investigated. The number of “complaints” is lower than the number of “offenses” because a single complaint may include more than one crime or offense.

Crime	2013	2014	2015	2016
Homicide	4	0	1	0
Kidnap	2	0	0	1
Criminal Sexual Conduct	26	17	25	31
Robbery	11	6	3	6
Assault/Stalking	14	18	13	13
Arson	1	2	1	0
Extortion	0	0	1	2
Burglary	27	18	75	48
Larceny	48	45	48	139
Unlawful Driving Away Auto	5	6	12	5
Forgery	1	2	12	9
Fraud	47	61	46	59
Embezzlement	6	3	9	6
Stolen Property	3	3	2	1
Malicious Destruction of Property	11	2	3	2
Retail Fraud	26	26	10	11
Drugs	0	3	2	7
Sex Offenses	3	4	3	3
Obscene Material	4	2	6	4
Child Abuse	4	4	4	2
Liquor Law Violation	2	2	0	1
Obstructing Police	0	1	0	3
Obstructing Justice	0	1	0	0
Weapons Offense	2	1	0	2
Public Peace	2	3	1	0
Hit & Run Accident	2	0	2	1
Health and Safety	0	0	0	2
Invasion of Privacy	1	0	0	0
Conservation	0	0	0	0
Juvenile Runaway	3	1	3	2
Traffic Offenses	0	1	14	1
Juvenile Violation	0	5	0	2
Civil Custody	0	0	6	2
Motor Vehicle Accidents	0	0	2	2
Suspicious Situations	8	3	0	9
General Assist	0	2	12	1
Death Investigations	14	10	12	20
Missing Persons	3	2	0	2
TOTAL	280	254	328	399

In 2016, the Investigations Unit continued to investigate 35 offenses from 2015, while 366 offenses were assigned, 188 were cleared, 132 were inactivated, and 51 will continue to be investigated in 2017.

2016 Complaint Dispositions	
Continued from 2015	35
Assigned in 2016	366

Cleared in 2016	188
Inactivated in 2016	132
Continued in 2017	51

When an investigation is completed and reviewed for charges, the Investigator is responsible for forwarding the warrant request to the Ingham County Prosecutor's Office (ICPO). In 2016, the Investigators submitted 111 requests for warrants and petitions to the ICPO.

Investigations Warrant Requests & Petitions for 2016			
	Felony	Misdemeanor	Totals
Requested	65	46	111
Issued	40	19	59
Denied	7	6	13
Diversion	1	6	7
Status Pending	17	20	37



A total of \$58,484.01 worth of stolen property was recovered in 2016. The majority of the recovered stolen property was returned to the victims.

The Investigations Unit participates in several boards and task forces. Most meetings are held monthly to discuss cases of concern or interest, problem solving, creating countywide protocol, and to share information on suspects and trends. The Investigators participate in weekly area detective meetings to discuss current crimes, share intelligence, and foster working relationships between agencies. Some of the boards and task forces include:

- Elderly Death Review Board
- Child Death Review Board
- Capital Area Sexual Assault Response Team
- Pediatric Subcommittee for Abuse and Sexual Assault
- Michigan Association of Check Investigators
- Tri-County Loss Prevention
- Crime Stoppers
- Tri-County Sex Offender Task Force
- Small Talk Children's Assessment Center
- MSU Sexual Assault Discussion Panel

Noteworthy investigations for 2016 include:

- An embezzlement case involving over \$20,000 stolen.
- A suspect was arrested for criminal sexual assault involving a child. He was also charged with possession of child pornography in a bordering jurisdiction.
- Several homes and vehicles broke into in the Haslett area. Suspect arrested.
- Area retailers were hit hard by larceny of high-end liquor. Suspects apprehended with help from Ingham County Sheriff's Department.
- Numerous retail frauds at the Meridian Mall resulted in a multi-agency investigation. Case referred to Ingham County Prosecutors Office and Organized Retail Fraud Crime Act was issued on subjects.
- Meridian Police assisted Law Enforcement in Florida with investigation into criminal sexual conduct involving a teacher and his student. Our investigation helped in the arrest of the suspect.
- Meridian Police had three incidents involving threats of terrorism. All three suspects were arrested in separate cases.
- Two separate incidents involving groups of Cuban Nationals from Florida using cloned credit cards were arrested in Meridian Township.
- A conviction was obtained in the homicide investigation of two newborns.
- Several area businesses were broken into and a suspect was identified. An investigation led to a multi-agency task force and a conviction.

COURT SERVICES

The Court Services Officer (CSO) process criminal complaints and presents them to the Ingham County Prosecutor and Township Prosecutor to request arrest warrants and juvenile petitions. The CSO also swears to warrants, transports prisoners, arraigns prisoners and processes associated paperwork. Registered Sex Offenders report to the CSO on a regular schedule and the CSO schedules Sex Offender Address Verifications on a regular basis.

COURT SERVICES	2013	2014	2015	2016
Arraignments	261	257	248	273
Subpoenas Served	393	953	896	952
Personal Protection Orders	55	51	37	38
Warrant Requests	696	574	524	641
Warrants Signed by CSO	471	533	485	418
Twp. Attorney Requests	199	173	214	212
Total Petition Requests	108	97	74	74
Retail Fraud Requests	311	355	300	342
OWI Requests	51	77	64	60
Assault Requests	60	62	62	60
Assault Requests-Domestic	151	144	133	137
Larceny/Fraud Requests	47	63	30	87
Narcotics Requests	61	36	49	53

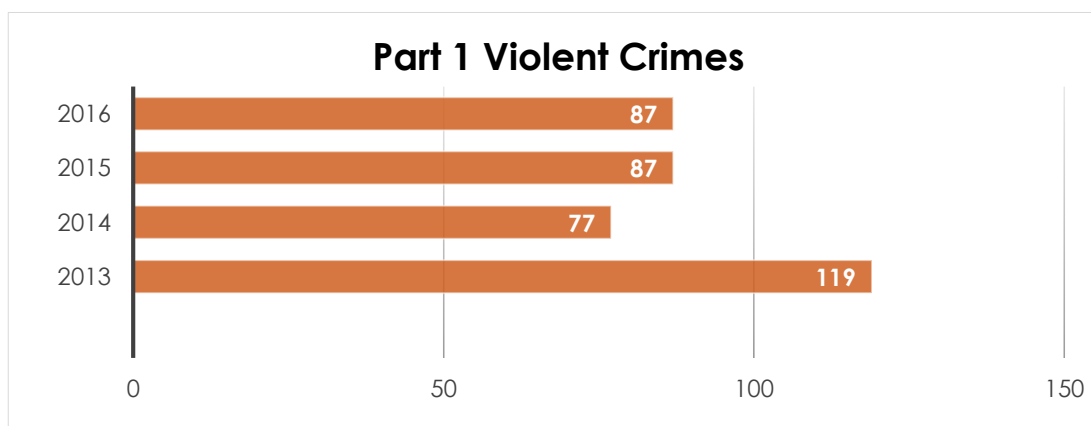
RECORDS UNIT

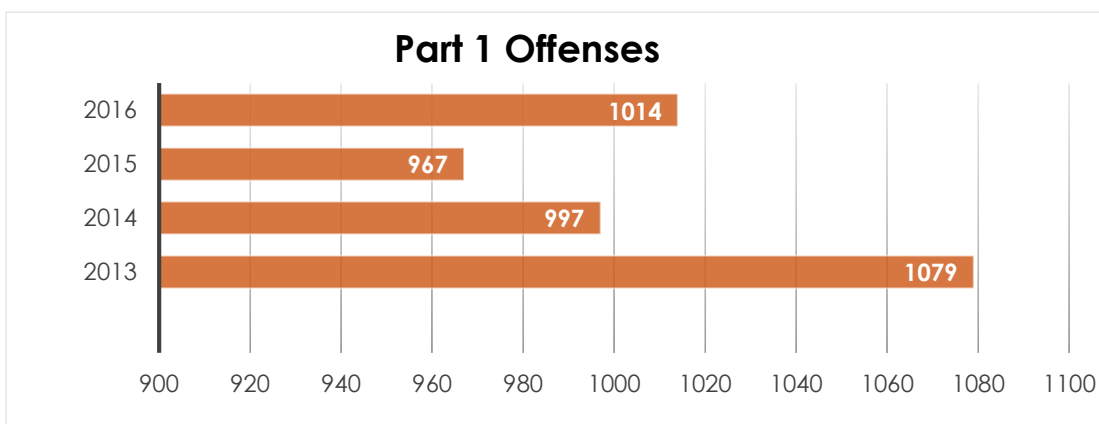
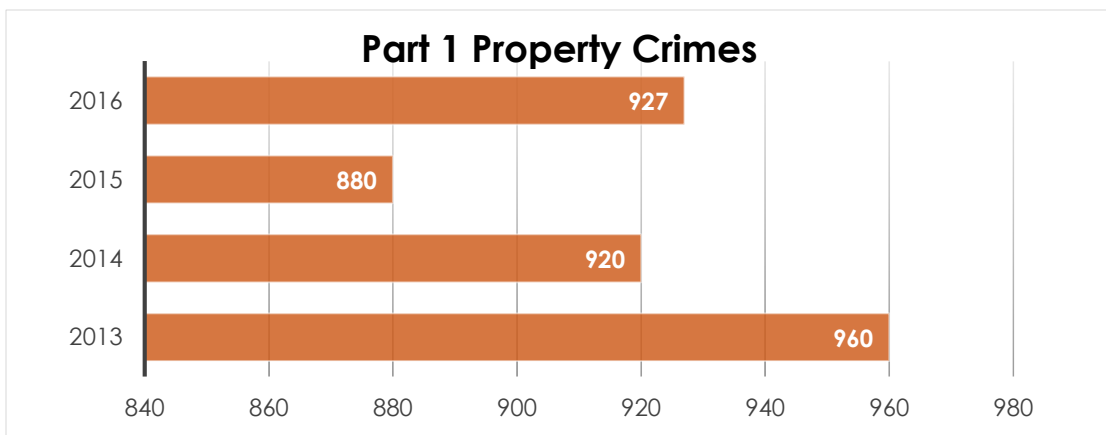
The Records Unit provides services for the police records of both Meridian and Williamstown Township. The staff consists of a supervisor, two full time technicians, and one part time technician.

The records staff support the Uniform Division and the Investigations Unit by processing criminal reports, arrest reports, crash reports, citations, warrant requests, and other related documents. The staff processes reports to be forwarded to the Ingham County Prosecutor's Office, Township Attorney's Office and appropriate Courts. Records personnel also enter, modify, and cancel conditional bonds, and personal protection orders in the Law Enforcement Information Network (LEIN). Crime reports are transmitted to the Michigan Incident Crime Reporting system (MICR) for submission to the FBI. The MICR submissions are validated for accuracy and then submitted to the Federal Bureau of Investigations for their annual publication of "Crime in the U.S."

Records also assist the public by responding to FOIA requests, processing insurance company requests for reports, processing background checks, assisting with sex offender registrations, processing "License to Purchase Pistol" applications/registrations and answering the overflow of incoming calls to the Township. In addition to these functions, the staff maintains several databases for statistical reports, which are provided to the Department staff, the Township Manager, Township Board members and posted on social media. The Records Unit is compliant with the Retention and Disposal General Schedule #11 for Local Law Enforcement Agencies.

Annual Crime Reporting Summary	2013	2014	2015	2016	% Change 2015-2016
Murder/Non-Negligent Manslaughter	4	0	1	0	-100
Rape and Attempted Rape	38	24	23	35	52
Robbery	31	14	15	11	-27
Aggravated Assault	46	39	48	41	-15
Total Part 1 Violent Crime	119	77	87	87	0
Burglary	151	152	145	104	-28
Larceny	780	748	715	801	12
Vehicle Theft	26	15	20	18	-10
Arson	3	5	1	4	300
Total Part 1 Property Crime	960	920	880	927	5
Total Part I Offenses	1079	997	967	1014	5
OWI Arrests (Liquor or Drugs)	89	81	63	58	-8
Traffic Accident – Roadway	959	909	904	1046	16





TRAINING

Under the direction of the Chief of Police, the Training Sergeant oversees all training for the Department. The Department provided employees with 4672.75 hours of training in 2016. This was an increase of 263.5 hours from 2015.

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 providers 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.

The Department receives training funds from the Township through the budget process and from the State of Michigan, through Public Act 302. The State of Michigan funds Public Act 302 through an assessment on traffic citations issued in the State.

In an effort to contain costs and increase the flexibility of the training program, the Department endeavors to have as many officers as possible trained as instructors for specific training topics. Thus, the Department can train officers using an in-house instructor and avoid the expense of off-site training.

The Department actively seeks opportunities to host training and allow officers to attend the hosted training programs without cost. In 2016, the Department was able to provide Legal Update training for sworn officers for only \$200 each. The \$2,000 instructor cost for this training was almost completely covered by inviting area departments to participate for a small fee.

MID-MICHIGAN POLICE ACADEMY

The Training Sergeant is assigned as a Coordinator for Lansing Community College's Mid-Michigan Police Academy. Coordinators work closely with the recruits for the seventeen-week academy. Besides being involved in the development of future police officers, the Department gains the ability to monitor the Academy for potential employees. Meridian Township's association with the Police Academy helps ensure that we maintain an active role in shaping the future of law enforcement in the Mid-Michigan.

Meridian Township's participation earns scholarship money for the Department. This money was utilized to send three officers to Medical First Responder training in 2016. The scholarship balance is currently \$12,366.92.

18TH CITIZENS' ACADEMY

Every fall, the Department hosts a ten-week Citizens' Academy that meets once a week for three hours. This academy exposes the attendees to police operations and procedures. Seventeen citizens from Meridian and Williamstown Townships participated this year.

11TH YOUTH CITIZENS' ACADEMY

Every spring, the Department hosts a seven-week Youth Academy that meets once a week for two hours. Students from area high schools learn about police operations and are given an opportunity to engage in hands-on activities ranging from crime scene investigation to firearms simulation.

This year, a driving simulator was added to the program. Students were able to experience the effects that drinking or texting can have on driving ability,

A total of thirteen students from five different school districts attended the Academy this year.

PROPERTY ROOM REPORT

Waste to Energy / Incinerator

- Three destruction runs were made to the incinerator at the Kent County Refuse Disposal System.
- Over 6,140 pounds of illegal drugs, confidential shredding, evidence and other miscellaneous material were destroyed.
- Also included in this destruction was over 150 pounds of material from the Prescription Drop-off Box, containing 15 pounds of prescription medication.
- This cost the Department only \$313.20!



Firearms

- Seventy-six firearms were destroyed at the Michigan State Police Forfeited Weapons Unit.

Forensics

- 167 items were taken to the MSP Forensic Lab for analysis.

Submission and Destruction of Evidence

- The total number of items destroyed this calendar year was 2,551 items.

Surplus of Money

- A total of 155 items were sent to propertyroom.com, generating \$1,001.82.
- Money totaling \$1,750.00 was deposited into the Meridian Township Treasurer forfeiture account.

Impound Lot

- In 2016, 55 cars were impounded and released from the Department's impound lot.
- In 2016, 88 abandoned vehicles were processed (inspected and photographed) for the

following tow companies: H&H towing, Okemos Marathon, Davis Collision, Bill's Wrecker, Spartan Towing, R&R Salvage, and P.J.'s Towing.

Returned or Donated Property

- 54 lost and found bicycles were donated to the Share-a-Bike program in East Lansing for disadvantaged children in the community.
- Over 500 letters were sent to property owners resulting in 208 items returned to the owners.

CITIZEN SATISFACTION SURVEY

A total of 1,200 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 2016, a total of 209 surveys were returned. The 17% response rate was an increase as compared to 2015.

Citizen Satisfaction Survey for Sworn Personnel

Category	Rating of Excellent/Good
Helpfulness	92%
Friendliness	91%
Knowledge	91%
Quality of Service	91%
Professional Conduct	92%
Response Time	86%

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

Category	Rating of Excellent/Good
Helpfulness	69%
Friendliness	68%
Knowledge	68%
Quality of Service	67%
Professional Conduct	69%

**Not all questions generated a response*

CITIZEN SERVICE COMPLAINT SUMMARY

The Department investigated seventeen formal citizen service complaints during 2016. Below is a summary of the findings.

- 7 Sustained – Sufficient evidence exists to support the allegation and further action will be taken.
- 1 Not Sustained – Insufficient evidence exists to either support or disproves the allegation.
- 8 Exonerated – The incident occurred but was lawful or proper.
- 1 Unfounded – The alleged actions or events did not in fact occur.

AWARDS

2016 Employee of the Year – Chris Domeyer, had a criminal justice background as a corrections officer for over 20 years. He began his assignment as Property Technician in May 2014 and he has not slowed down since! He has caught on very quickly and has exceeded all expectations in the property room. He is a model employee. He makes himself available to all employees and treats everyone with respect. If one needs a task done you can expect Mr. Domeyer to get it done correctly and quickly! Mr. Domeyer has done an exceptional job in organizing the property room and impound lot. Beyond just the work he does there is something to be said for someone who inspires others to work hard and take pride in what they do. Mr. Domeyer's work ethic is infectious and we are happy to have him here as part of our team.

Life Saving Certificate – Officer Mark Divney and Sergeant Bart Crane responded to Court One Athletic Club for a subject having a heart attack. With the help of bystanders they performed CPR and were able to bring the patient back to life. We recognized Officer Divney and Sergeant Crane for their life saving efforts.

Life Saving Certificate – Officers Jason Clements and Bryan LeRoy performed CPR on a patient who was having a heart attack in her driveway. As a result of their actions, a life was saved and the patient was reunited with her family.

Life Saving Certificate – Officer Bryan LeRoy and Sergeant Ed Besonen performed CPR on a patient for approximately 20 minutes in the Cedar Creek Apartment Complex. Due to their determination to not give up, the patient survived the ordeal.

Certificate of Appreciation – Officer Judy Hood conducted a traffic stop in which she observed suspicious and deceptive behavior from the occupants. She recovered over \$4,000 in stolen property through a thorough investigation of the vehicle. We recognized Officer Hood for a job well done.

Certificate of Appreciation – Officer Mike Hagbom went the extra mile while investigating a stolen credit card incident. In a case where leads were hard to come by, a thorough investigation by Officer Hagbom led to the identification of a suspect. As a result, a large illegal marijuana grow operation was uncovered, stolen property was recovered, and a criminal was brought to justice.

Certificate of Appreciation – Officer Bryan LeRoy and Officer Mark Divney responded to a burglary alarm at Cancun Mexican Grill. They located a suspect who had just broken in and stole money. They chased the suspect and apprehended him. As a result of their efforts, a serious criminal was brought to jail and stolen property was returned to its owner.

Certificate of Appreciation – Officer Bryan LeRoy responded to the Lodges Apartment Complex for a home invasion. The suspect had broken into an apartment and watched a young girl in the shower. The suspect fled prior to the officer's arrival. Acting on a tip, Officer LeRoy stopped a vehicle several days later that may have been involved in the crime. Through the investigation, it was determined the driver was the suspect in the home invasion. We thanked Officer LeRoy for being diligent in investigating this serious incident.

Unit Citation for Professional Excellence – Lieutenant Greg Frenger, Sergeant Andrew McCready, Officer Brian Canen, Officer Kyle Royston and Officer Brett Reed responded to a sexual assault that had occurred at the East Lawn Memory Gardens Cemetery. Two young children had been assaulted in the woods by an unknown assailant. Using exemplary teamwork each officer played a role in bringing a previously convicted sex offender to justice.

Unit Citation for Professional Excellence – Sergeant Bart Crane, Officer Bryan LeRoy, Officer Kyle Royston and Officer Erin Linn responded to a noise complaint. While investigating, officers discovered a violent suspect with a gun inside an apartment. The officers acted quickly and the gunman surrendered. No one was injured. We salute these officers for standing in harm's way and apprehending a violent offender.

Unit Citation for Professional Excellence – Sergeant Lana Howell, Sergeant Ed Besonen, Officer Kyle Royston, Officer Bryan LeRoy, Officer Kristi Lysik and Officer Erin Linn responded to Burger King for an armed robbery. The responding officers worked in concert to locate the suspect and take him into custody. A dangerous criminal was apprehended due to the determination of these officers.

Unit Citation for Professional Excellence – Sergeant Brad Bach, Sergeant Rick Grillo, Officer Mark Divney, Officer Judy Hood, Officer Adam Stebbins and Officer Mike Hagbom responded to a drive by shooting in which a female had been shot. Officers worked quickly to identify the suspects. Each officer played an integral part in patient care and locating the suspects. As a result the suspects were taken off the streets.

Unit Citation for Professional Excellence – Sergeant Andrew McCready, Sergeant Brad Bach, Officer Bob Jurhs, Officer Mark Divney, Officer Kelly Blask, Officer Becky Payne and Officer Kyle Royston worked to locate several suspects who had broken into vehicles overnight and stole firearms. Schools had to be locked down because one of the suspects fired a round. Though the task of locking down multiple schools while investigating a man with a gun is a daunting task, the officers performed flawlessly. As a result, no one was injured and the suspects were located and arrested.

CITIZEN AWARDS

Life Saving Certificate – Nicholas Lepeschkin responded to his mother's home after she called and expressed that she was not feeling well. While in route, his mother suffered a heart attack in her driveway. He provided life saving measures until paramedics arrived. As a result, his mother survived the incident.

Life Saving Certificate – Dr. Lokarant Chalasani, James Ault, Mark Talbot, Sally Beebe and Sue Selke were exercising at Court One Athletic Club when a person suffered a heart attack. Because they were all willing to become involved, the patient received the help they needed to save their life.

Civilian Certificate of Commendation – Tara Sauvie contacted police regarding a suspicious person she had encountered the night before. The information she provided the officers led to the identification and arrest of a suspect wanted in a home invasion in her apartment complex.

Civilian Certificate of Commendation – Thomas Hruska was in the parking lot of the Meijer store in Okemos. He observed officers chasing a retail fraud suspect on foot through the parking lot. He also gave chase and headed the suspect off, corralling him in the direction of the officers where they were able to take him into custody.

Certificate of Appreciation – Richard and Denise Lycos assisted police with the location of a missing elderly female who was confused and needed help. They observed her distress, helped her obtain fuel for her car, and recognized her possible dementia. They quickly reported the incident to us and while our officers were in route, they patiently waited with her, kept her calm, and provided officers the pertinent information they obtained. Due to their willingness to become involved, an elderly citizen was placed safely back with her family and out of harm's way.

Certificate of Appreciation – Jana Parker, Sarah Porter, Kylie Porter and Michelle Burgoyne observed two subjects acting suspiciously in the parking lot at the Kroger store. They contacted the police and reported their suspicions. It was discovered the subjects had broken into several cars. As a result of their diligence, two criminals were apprehended and stolen property was returned to their owners.

Certificate of Appreciation – Michael and Krissann Kelly began offering their time as Parking Enforcement Volunteers. In just a short period, they worked a combination of 177 hours and wrote 236 Handicap Parking Violations, 36 Fire Lane Violations and gave 49 Warnings. We appreciated their tenacity and their involvement in our community.

Certificate of Appreciation – Rob Ottke assisted officers in identifying a suspect wanted in connection with the use of a stolen credit card. While listening to his portable radio, he heard Officer Mike Hagbom describe a vehicle that he recognized. He relayed a possible location for a vehicle that matched the description. As a result of his tip, officers was able to apprehend the suspect, return stolen property, and discovered a marijuana grow operation.

SOCIAL MEDIA

The Department is committed to having an online presence using Facebook, Twitter, Blogger.com and Nixle.

The Department has solved crimes that would most likely have remained unresolved without the teamwork of the Department and residents made possible through social media. Numerous retail fraud suspects have been identified by posting security footage. Most of the cases that involve an unknown suspect are posted to our social media accounts.

The semi-monthly reports and press releases continue to be uploaded to the Meridian Township Police Page. The Department's blog includes press releases, crime prevention tips, and helpful links for the community (i.e., animal control, school district personnel) which together has contributed to our overall goal of maintaining closer communications with the public.

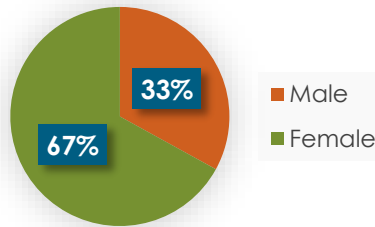
NIXLE

Nixle is used nationwide by police departments to release community alerts. The Department uses Nixle to inform the public about emergencies such as road closures and important incidents, as well as a means of providing links to our blog and other social media sites. There are 7,021 total contacts for our Nixle updates, as we maximize internet distribution of critical information to the online viewing public.

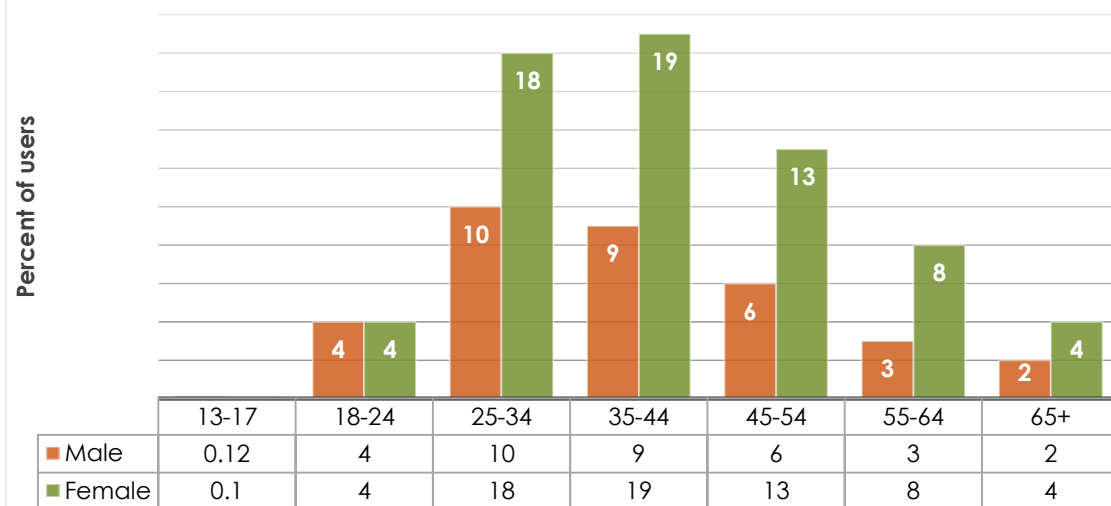
FACEBOOK

Facebook offers the greatest return on time invested. The 3,934 people who "Like" our page is up from the 3,233 who did in 2015. Facebook has been helpful in many areas including the identification of suspects, distributing traffic alerts and the posting of wanted persons. The Department also uses its Facebook platform to engage the community in discussions. The following charts depict gender and age demographics of our Facebook page users in 2016.

Gender of Facebook Users



Facebook Users by Age/Gender

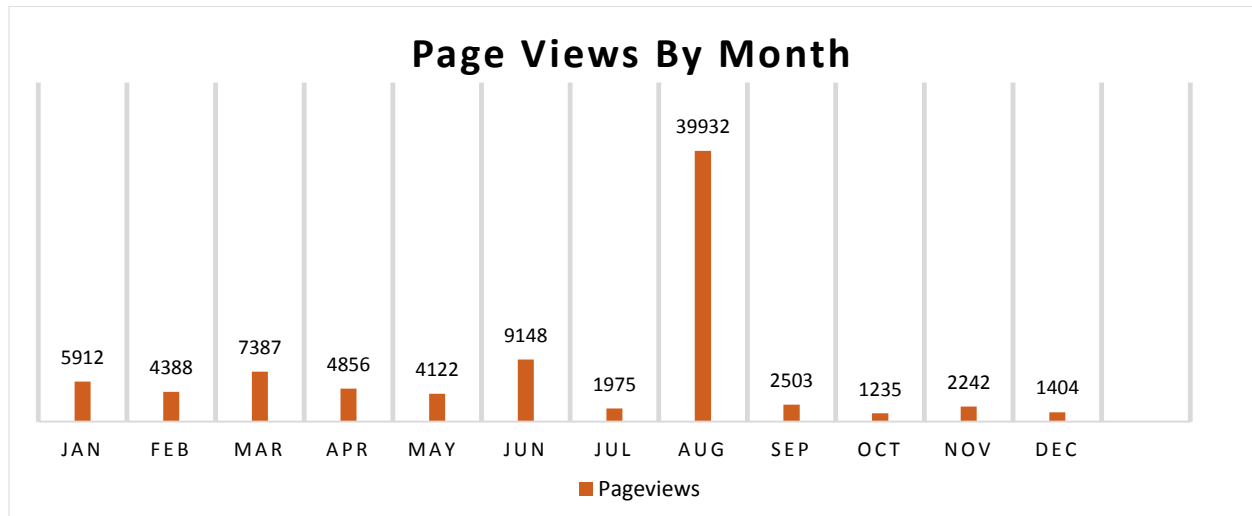


TWITTER

There are 2,070 individuals that follow the Department's Twitter page.

BLOG

- 404,857 total page views since April of 2011
- Our information continues to be viewed in many countries (including Great Britain, Canada, Russia, Turkey, India, Australia, and others)
- Internet traffic to our blog is originating from various sources outside of our sites, such as Google.
- Highest viewed posts of 2016 continue to be posts seeking suspect identity information.



The significant increase in page views in August was the result of three incidents that month: a Meridian Mall threat, boil your water advisory and a missing person.

POLICE DEPARTMENT 2016 GOAL BASED ACCOMPLISHMENTS

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:

- During 2016, the Department has worked toward diversity and inclusion strategies. Many initiatives have been undertaken including receiving command staff and supervisors input on what steps they recommend to improve diversity. Other efforts include attending recruiting events such as at Wayne State University sponsored by the National Organization of Black Law Enforcement Executives. In addition, the recruiting officer will be assessing other police academies in pursuit of potential recruits asking them to consider Meridian as a career destination. The Department is also considering the idea of sponsoring recruits through the academy when a worthy candidate is found. The Department is also open to giving conditional offers prior to background checks in order to compete with other Departments who are seeking to hire the same candidates. The Department has made contact with the MSU sports department and continues with the intern program to promote our open positions to students. The Department has become more diverse because of these efforts.
- To reduce and avoid lawsuits and workers compensation claims, the Department identified improvements in training, documentation and communication. Software was found to better assist the Department to track training and issuing general orders, special orders and training bulletins to include an automated testing process on issued directives. The Department hopes to participate in the newly developed state accreditation program for law enforcement. Nationally, accreditation has shown to reduce civil liability of departments who participate. Both training software and accreditation was delayed due to budget considerations but will be reconsidered next years. A training program was developed to provide instruction to commanders, supervisors and officers on current issues surrounding law enforcement civil liability specific to the Department. When administration becomes aware of a lawsuit, it will be reviewed and information disseminated to officers so they are aware of issues the Department is confronting and to increase the chance that future performance errors, if any, are corrected. Follow up will be conducted so officers know what courts have ruled – win or lose. A supervisor has been assigned to produce regular written tests to ensure employees

understand and remember the critical issues of department directives. The Department is prepared to pursue immediately the purchase and implementation of body-worn cameras. Body-worn cameras have been determined to impact performance of both officers and citizen contacts.

- Chief Hall met individually with command and supervisors to receive their input on the reduction of compensation claims. The Meadow Brook (MML) loss prevention representative (workers compensation) met with the Chief to discuss ways to help reduce claims. A review of previous claims were conducted to research common causes of workers compensation claims and with resulting strategy's to reduce work related injuries. Unique to law enforcement, injuries not only come from ordinary slip, trips and falls, they also arise from aggressive actions of subjects officers come in contact with. The issuance and mere display of tasers have been helpful in reducing aggressive action by subjects. Replacement tasers are being purchased with integrated video. Effective early 2017, all officers will be trained in verbal de-escalation skills with the intent to prevent suspect contacts from becoming violent. A revised 2017-19 training plan was developed with consideration for training designed to address liability issues. Consideration is being given to increase the size of training sessions, topic dependent, to promote more discussion between officers. The Department requested additional salt barrels be placed in the police carport area to reduce the chance of slip and falls on black ice during the winter.
- The contract to provide police services to Williamstown Township was approved for 2017-18 by both Meridian and Williamstown Townships. The services provided remain consistent with previous contracts. This service began in 2011.
- The Office of Highway Safety Planning (OHSP) provided a traffic grant to: provide for additional enforcement in the area of impaired driving and seatbelt use. Grant management for participating agencies continues in 2017. The Department participated in 8 nights for operating under the influence information and 10 days for seatbelts. The Department held two compliance checks and 11 days of compliance checks with participating agencies (East Lansing, Ingham county and MSU).
- The Department participated in training with Michigan State University on the topic of implicit bias training. All members participated.
- Command staff attended a fellowship dinner organized by the Union Missionary Baptist Church. The event provided an opportunity to recruit and connect with the greater Lansing community.
- Members of the Department participated in a Racial Healing Workshop sponsored by the Michigan State University Police. The workshop was designed to promote critical thought and introspection about diversity and inclusion between the police and the community.
- The Department attended a Community Forum on 21st Century Policing in Lansing with area law enforcement, meeting and answering questions from the public.
- The Assistant Chief attended a professional executive development seminar on de-escalation training provided by the MSU School of Criminal Justice.
- Officers conducted sex offender task force compliance sweeps in 2016. A total of 52 checks were conducted. There were 26 total sex offenders, with 23 in Meridian Township and three in Williamstown Township. Residence checks are completed in April and October. In April, there were no violations. In October, two violations were found and charges were later submitted to the prosecutor's office.

- The Department participated with a newly formed group called Advocates and Leaders for Police and Community Trust (ALPACT). The mission of ALPACT is to examine issues affecting police and community relations and ensure equitable enforcement of laws. Areas of interest include racial profiling, police discretion and use of force, recruitment and training, citizen complaint process, community partnering, police leadership and management disciplinary practices. The group works to develop recommendations and best practices designed to enhance trust between law enforcement and the communities we serve. The goal is to recommend implementation strategies to law enforcement and community groups.
- The Department increased information shared with the public through social media regarding public safety tips, public service announcements, emergency communications, and police and fire services. HOMTV interviews were conducted in 2016. Command staff worked with HOMTV and local TV stations to educate citizens on current law enforcement issues including:
 - Seat belt use
 - Drunk driving enforcement
 - Children and pets in vehicles
 - Fireworks safety
 - Gun control issues
 - Marsh Road and Haslett High School traffic safety study
 - Sexual Predator Investigations
 - Receiving of the Land Stewardship Award
 - Holiday safety
 - Vacation security safety
 - Live scan
 - Shopping safety
 - Pet safety
 - Political signs
 - Distracted driving
 - Body worn cameras
 - Vehicle theft prevention
- All Department members are expected to have a timely response to all inquiries. The Department has processes for responding to citizens' complainants and all complaints are thoroughly investigated with the findings sent to citizens. Citizen surveys are regularly sent out. The vast majority of responses received are positive. Those that are not, are followed up with the respondent. Feedback received from neighborhood leader meetings have been positive.
- The Department implemented the State Records Management System (SRMS) software early in 2016. The software allows the Department to integrate records management with other Departments in Ingham County and many throughout the State. The SRMS software was an exceptional value with no initial cost and annual costs are competitive.
- Electronic crash reporting entry has been implemented allowing officers to complete crash reports using the computer rather than hand written. This system sends crash data directly to MSP to provide a more timely analysis of crash data and was grant funded.
- Electronic citation writing software was upgraded to integrate with the new SRMS and was grant funded.
- New fingerprinting technology was installed in the booking area. Officers can now take palm prints of arrested persons and the software was grant funded.

- Implement the Language First Program township-wide in an effort to aid our township staff with communicating with visitors from all over the world. It is the same program used extensively at Michigan State University.
- Sergeant Besonen attended Michigan State University Staff and Command school, a ten-week program designed for leadership development. In 2017, Sergeant Richard Grillo will attend.
- Lansing Metro Public Private Partnership focused on emergency preparedness cooperatively working together on preparedness activities. The Department participated in the Moores River Dam functional exercise in cooperation with Lansing Emergency Management.
- The Department participated in a buffer zone protection plan exercise that encompassed the airport, Emergent, Lansing's Emergency Management, and the State of Michigan.
- The Assistant Chief participated with personnel from Wolverine pipeline as they conducted an oil boom exercise in Ferguson Park.
- The Department participated in the Regional Taxi Authority.
- Command staff participated in the Young Driver's Action Team 16-24 age, a Subcommittee of the Governor's Traffic Safety Advisory Committee.
- The Department acquired a speed trailer, one laser and two hand-held radars.
- The Department purchased new digital cameras for officers' use on investigations.
- Worked with MDOT, the Ingham County Road Department and Williamstown Township to make safety improvements on site distance at Meridian and M-43.
- The Department added three new patrol vehicles into service.
- The Department added one additional officer to the Ingham Regional Special Response Team.
- Held a fundraiser for the police department's annual Christmas Party. The police vs fire basketball raised several thousand dollars.
- The Department held quarterly neighborhood watch meetings and encouraged neighborhoods to participate in National Night Out. Officers are assigned to active neighborhoods to promote two-way communications on issues of neighborhood concerns and crime trends.
- The Department purchased four Tasers with video recording capability included.

WILLIAMSTOWN TOWNSHIP POLICE SERVICES



The Meridian Township Police Department provides law enforcement services to Williamstown Township. The services have been provided via contract since 2011. 2016 was the sixth year of contracted services. In the fall of 2016, Williamstown Township renewed their contract for 2017-18 years. Meridian Police provides 80 hours of patrol time weekly and responds to calls at an hourly rate outside the 80 hours. The 2017-18 contract arranges for Williamstown Township to compensate Meridian Township \$216,723.00 per calendar year and \$56.17 per hour outside of the 80 hours of weekly patrol for emergency and non-emergency responses.

Williamstown Township Statistics				
	2013	2014	2015	2016
Written Reports	448	381	370	379
Calls for Service	1432	1322	1508	1546
Calls for Service (excluding traffic stops)	1035	990	1111	1103
Arrests	14	24	21	11
Citations Issued	164	111	162	159
Total Number of Charges	176	128	186	175

Written Reports				
	2013	2014	2015	2016
Alarms	132	62	53	68
Traffic Crashes	116	102	128	127
All Other	200	217	189	184
Total	448	381	370	379

Williamstown Township Deer Involved Collision Data			
Year	Injury Involved	No Injury Involved	Total
2009	2	66	68
2010	0	50	50
2011	1	69	70
2012	0	70	70
2013	1	72	73
2014	2	68	70
2015	1	67	68
2016	1	76	77

Calls for Service As Received from Dispatch			
911 Hang Up	7	Natural Death	0
Abandoned Vehicle	2	Noise	17
Admin	26	Obscene	0
Alarm	86	Ordinance Violation	5
Animal Call	41	Operating While Intoxicated	6
Arson	0	OUID	0
Assault	4	Park	5
Assist	0	Peace	1
Attempt to Locate	4	Personal Injury Accident	14
Attempt Warrant Pickup	0	Personal Protection Order	0
Bar Check	0	Pickup Property	4
Break In	5	Police Assist	10
Canine Assist	0	Private Property Accident	1
Check Area	0	Property Check	26
Check Subject	0	Property Damage Accident	116
Check Vehicle	0	Prowler	2
Civil	8	Reckless Driving	39
Community Meeting	0	Robbery	0
Criminal Sexual Conduct	1	Runaway	2
Deliver Message/Death Notification	2	School Walk Through	0
DOA	1	Security Check	15
Domestic	2	Shots	6
Drugs	0	Sex Offender Registration Violation	0
Driving While License Suspended	0	Special Assignment	13
Family/Neglect	0	Subpoena Service	2
Fight	5	Suicide	1
Fire Assist	40	Suspicious Situation/Person/Vehicle	72
Fireworks	7	Threat	4
Follow-up	45	Traffic Hazard	10
Fraud	17	Traffic Stop	443
General / Non-Criminal	21	Train	0
Harassment	7	Transport	0
Hazard	45	Trash / Littering Complaint	3
Hit and Run	2	Trespass	1
Juvenile	0	Trouble With Subject	15
Larceny	18	Unlawfully Driving Away An Automobile	1
Liquor Law Inspection	0	Unknown Injury / Accident	8
Lost Property	0	Unwanted Person	9
Malicious Destruction	12	Utility / Wires Down	6
Medical Assist	199	Vehicle Impound	0
Mental	0	Warrant Arrest/Attempt	17
Missing Person	2	Weapon Violation	0
Minor In Possession	0	Welfare Check	31
Motorist Assist	32		
TOTAL CALLS FOR SERVICE: 1,546 *			

*Call-for-service numbers include any agency who took action within the Township borders. Ingham 911 dispatch was unable to filter out other agencies.

Offenses in 2016			
Alarm Response	68	K9 Search/Training	2
Arson	1	Larceny	16
Assault	9	Medical First Responder	62
Burglary	5	Miscellaneous Non-Traffic-Offense	1
Conservation	0	Missing Person	2
Criminal Sexual Conduct	2	Motor Vehicle Theft	1
Damage to Property	5	Natural Death	5
Disorderly Conduct	1	Obstructing Justice	11
Embezzlement	0	Obstructing Police	2
Family Abuse/Neglect/Other	3	OUI of Liquor of Drugs	5
Fraud	22	Suicide	2
Harassing Communication	2	Traffic Civil	128
Health and Safety	3	Traffic Criminal	12
Hit and Run Motor Vehicle Accident	0	Trespass	2
Incapacitated/Mental Health	4	Violation of a Controlled Substance	4
Intimidation/Stalking	1	Weapons Offense	2
Investigation/Inspection (Non-Criminal)	15		2
Total Offenses Reported 398			
<i>*Written reports may have multiple offenses</i>			

**Williamstown Township
2016 Annual Crime Reporting Summary
Part 1 Offenses and OUIL/OUID Arrests & Traffic Accidents**

Part 1 Offenses:	2013	2014	2015	2016	% Change 2015-2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0%
Rape and Attempted Rape	1	2	1	2	100%
Robbery	1	0	0	0	0%
Aggravated Assault	2	6	2	3	50%
Total Part 1 Violent Crime	4	8	3	5	67%
Burglary	21	11	3	5	67%
Larceny	8	13	9	15	67%
Vehicle Theft	0	1	1	1	0%
Arson	1	0	1	0	-100%
Total Part 1 Property Crime	30	25	14	21	50%
Total Part 1 Offenses	34	33	17	26	53%
OUIL / OUID	3	9	10	5	-44%
Traffic Accidents	116	102	128	127	-1%

A total of 141 traffic crashes were investigated in 2016. Of those, 2 people were killed in a crash, 16 crashes involved personal injury to people and 131 crashes resulted in property damage without any injuries. The 80 crashes involving deer previously noted in this report are also included in the 141 total crashes in 2016.

INVESTIGATIONS UNIT

During 2016, 1 case was continued from the previous year, 22 reports were assigned, 14 reports were cleared, 6 reports were inactivated, and 2 will continue to be investigated in 2017.

2016 Report Dispositions	
Assigned	21
Cleared	14
Inactivated	6
Continued in 2016	2

The following chart shows the types and individual number of offenses that occurred in Williamstown Township and were investigated by Meridian Township Investigators.

Offense	2016
Criminal Sexual Conduct	2
Threats/Other	1
Home Invasion	2
Larceny – Theft from Building	4
Larceny – Theft from Motor Vehicle	2
Larceny-Other	1
Death Investigations	2
Possession of drugs	1
Fraud	6
Intimidation/Stalking	1
Attempt Suicide	1
Total Offenses Investigated	22

PUBLIC WORKS & ENGINEERING

The Public Works and Engineering Department has twenty three (23) full-time employees, three (3) part-time employees, and several summer employees; a 2016 budget of over thirteen million dollars (\$13,593,565); and is organized into three major divisions: Engineering, Facilities, and Water & Sewer. The major source of funding is revenue from Water/Sewage services, Motor Pool receipts, Roadway Millage, and Pedestrian-Bicycle Pathway Millage, with some functions supported by the General Fund.

ADMINISTRATION TEAM MEMBERS

Derek N. Perry, Assistant Township Manager/Director of Public Works & Engineering
Denise K. Green, Administrative Assistant II
Tiffany Coleman, Administrative Assistant I

The Director of Public Works & Engineering manages the team with the assistance from the Chief Engineer, the Facilities Superintendent, and the Water and Sewer Lead Workers. Major responsibilities include budget preparation and control; long-range planning for utility systems, facility maintenance, vehicle maintenance and replacement; technical support; inspection of utility installations, and coordination of consultants.

Public Works Administration was involved in numerous projects throughout 2016 in all areas (water, sanitary sewer, roads, pathways, facilities, storm water, Lake Lansing, recycling, motor pool, utilities, and telecommunications). The Director provides oversight for all Township capital improvement projects.

ACHIEVEMENTS

- The Director participates in planning and budget oversight for the operation of the East Lansing-Meridian Water and Sewer Authority (ELMWSA), and is the Chair for the 2016 – 2017 fiscal year. The Operator/Manager is Clyde Dugan. In 2016, the ELMWSA Board began negotiations with the Lansing Board of Water & Light for renewal and modifications to the contract for water supply for the southern section of the Township. The ELMWSA Board also began preliminary discussions on developing a capital improvement master plan for the facility.
- Using the rate model prepared by a consultant in 2001, the water and sewer rates are reviewed annually. The water and sewer connection commodity charges for water increased from \$3.70 to \$4.20 per 1,000 gallons; the commodity charge for sewer was kept at \$3.85 per 1,000 gallons.
- The Township's pavement preservation program continued in 2016 with the improvement of 2.82 miles of local roads. Most roads received hot-in-place recycling (HIPR) technique with a 1-inch overlay of hot mix asphalt, but several roads did receive crush and shape work as the asphalt no longer had any service life. In addition to the preservation road work, the Township also added 1.05 miles of local roads from new developments.

Section	Street	Maintenance activity	Length (feet)
17	Heather Ave.	Crush and shape	1,090
21	Algonquin Way	Crush and shape	115
21	Grandview	Crush and shape	350
21	Kenmore	Crush and shape	1,734
21	Hillcrest	Crush and shape	680
5	Birch Row	HIPR	1,555
10	Teakwood	HIPR	1,882
17	W Hidden Lake	HIPR	1,418
17	Heather Circle	HIPR	650
22	Marborough	HIPR	1,240
22	Hillside	HIPR	474
27	Indian Glen	HIPR	865
33	Donovan	HIPR	570
34	Spring Lake	HIPR	1,260
34	Elk Lane	HIPR	1,050
14	Kaorama	New construction	2,495
14	Giesboro	New construction	495
4	Newton	New construction	2,570

The local road program project cost was \$630,138.70 of which \$115,000 was paid by the Ingham County Road Commission. \$399,000 was from the dedicated road millage and \$116,138.70 from the General Fund. We continued to work with the Ingham County Road Department and a citizen group to update criteria and priorities for local roadway pavement preservation.

- The Department managed a Township wide brush removal program in the summer of 2016 after the community was hit with devastating winds that knocked over trees and broke many branches. Over 7,000 cubic yards of brush was collected from throughout the community.
- Continued to upgrade the SCADA (radio communication) system for all of the Township's sanitary lift stations. Progress will continue in 2017.
- Continued the ongoing asset management program for our sanitary sewer system utilizing a \$2,000,000 grant from the State of Michigan. Major work in 2016 focused on cleaning and televising the sanitary sewer mains in the Township.

RECYCLING

Three **community recycling events** were held in 2016 in partnership with 30+ local businesses, 200 volunteers, two high schools, a middle school, and several neighborhood and community groups. The total for these events:

- 58,228 lbs. electronics recycled
 - 5067 cans of latex paint reclaimed
 - 5100 lbs. of documents shredded/recycled
 - 119 bicycles reconditioned/donated
 - Freon reclaimed from 115 appliances
 - 4 large trucks filled with clothing, shoes, household items re-used and recycled
 - 71 mattresses recycled
 - 26 tires recycled
 - **24,000+ lbs. of metal recycled**
 - 275 lbs. of old medicines safely incinerated
 - 2.5 cu. yards of packing peanuts re-used
 - 800 egg cartons re-used
- (**BOLD** represent an *increase* from prior year)

In addition, Meridian Township collaborated on several other popular recycling and outreach events including:

- RecycleRama
- MSU Home and Landscape Expo
- Household Hazardous Waste Collections
- Regional Tire Collection

The **Meridian Recycling Center** remains one of the only staffed community recycling centers in the Greater Lansing region. The Center received 15,000 visits from residents, contractors, businesses, and nonprofits around the region. Highlights from 2016 include:

- Provided mulch to the community including delivering to several community gardens.
- Opened 6 days a week. Received many calls about the friendliness and willingness to help by the staff. Continued contract with Reclaimed by Design to staff facility.
- Maintained an updated website and phone number for customer service.
- Recycled **1,000,000+ pounds** of materials including:
 - 20,000 lbs of electronics, batteries, etc.
 - 120,000 lbs of cardboard
 - 50,000 lbs of plastic
 - 15,000 lbs of polystyrene (Styrofoam)
 - 2,000 cubic yards of mulch Including donations to local community gardens
 - 30,000 lbs of metal/cans
 - 150 tons (300,000 lbs) of paper/mail/books
 - ~ 100 furniture items refurbished and/or reused

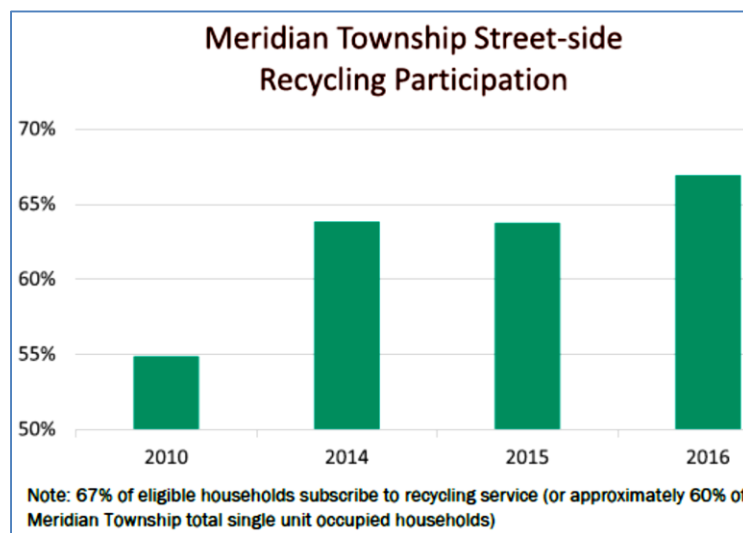


The Center also processed several hundred cubic yards of trash and yard waste from streets, parks, roads etc. Staff also hosted educational field trips about the environment and recycling and continued coordination with USDA to help reduce chronic wasting disease in wildlife and wetland preservation with MDEQ.

Curbside recycling was offered every other week to Granger customers residing in single unit households (four or fewer units). Participation climbed to 67% of eligible households. This represents approximately 60% of Meridian's total single unit households.

The quantity of recycled materials continued to grow with the availability of single stream recycling and the more convenient yellow-topped 96 gallon recycling carts. Granger estimates that 2,110,800 pounds of recyclables were collected street-side in Meridian Township during 2016. This is an increase of 121,000 lbs over 2015.

During 2016, Meridian explored an agreement to offer free large 96 gallon carts (Curby Recycler) to Granger Customers. We hope to explore this further in 2017.



Twelve issues of the **Green Gazette** were published (<http://recycle.meridian.mi.us/news>).

Green events and practices were promoted through HOM-TV and other local media outlets. Staff wrote and distributed press releases and news stories.

Hundreds of information requests were filled. A recycling website was maintained with information on "where to take what, when, and how." This "Recyclopedia" can be found here: <http://recycle.meridian.mi.us/factsheets.htm>.

A web page was maintained for the Regional Recycling Coordinating Committee to help promote regional recycling opportunities. See www.midmichiganrecycles.org.

TEAM MEMBERS

LeRoy Harvey, Recycling Coordinator
Ellen Dillman, Volunteer Coordinator
150 Citizen Volunteers, 30 local businesses and 3
local schools Reclaimed by Design

ENERGY, WATER, AND SUSTAINABILITY

The Meridian Energy Team created a draft **Sustainability and Climate Action Plan** to help inspire, guide, and track energy, water, waste, dollar, and pollution savings. The Team is currently seeking involvement in creation, editing, adoption, and implementation of this Plan. See more at <http://recycle.meridian.mi.us/energy/plan/>

Staff provided reports to the Environmental Commission about progress in recycling, energy, and other environmental improvements underway in the Township.

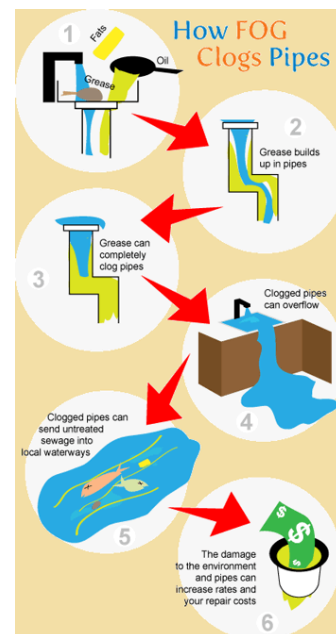
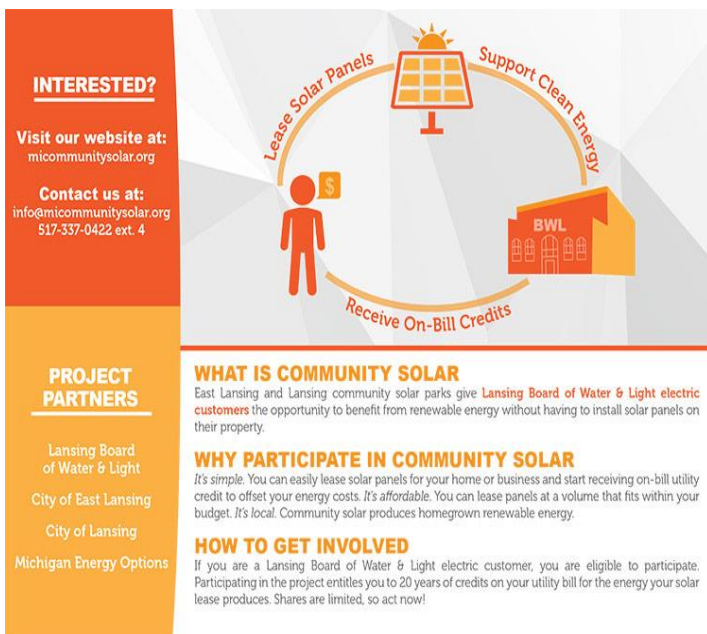
The Energy Team partnered with Consumers Energy on an Energy Benchmarking initiative (currently underway).

With help from the Meridian Energy Team, Michigan Energy Options, and others, Meridian continued to investigate renewable energy options. Meridian chose to lease 10 panels as part of a community solar initiative. See more at www.micommunitysolar.org.

Energy efficiency improvements installed in 2011 help Meridian avoid over \$20,000 in energy costs and related pollution each year. 80% of this is designated to Meridian's Revolving Energy Fund. Since this time, Meridian has saved over \$280,000 – almost an entire year of facility-related energy expenditures.

Staff continue to explore energy and cost saving improvements as part of Meridian's Capital Improvement Plan. Additional info. can be found at <http://recycle.meridian.mi.us/energy>.

The solar panels on Harris Nature Center produced approximately 400 kWh of power during 2016.



Staff and volunteers helped host and promote a Virtual Tour of Sustainable Homes and Businesses in October 2016 at Meridian Town Hall. This was held in partnership with the Great Lakes Renewable Energy Association.

Staff explored a regional partnership to help **reduce fats, oils, and grease** (FOG) from entering sewer systems and causing other problems such as sewage overflows, health hazards, water pollution, and property damage. Sewer overflows can damage property and force restaurants to close until properly cleaned (costly in lost of income, property repair/restoration, negative press, etc.). See more on this at <http://recycle.meridian.mi.us/fog/>

The **Bike-sharing Program** continued in 2016 for Township employees and volunteers.

Meridian participated in the Local First Mid-Michigan Initiative. Meridian Township is the first local government to join this group which supports locally-owned small businesses in the region.

Staff coordinated fundraising and improvements on the “**Hidden River Roundabout**” in partnership with Mid-Michigan Environmental Action Council, Ingham County Road Department, neighborhood groups, MSU, and local contractors to explore the improvement of the Park Lake/ Burcham Roundabout. Over \$5000 in cash and in-kind contributions were raised. Students from area high schools and residents from local neighborhood associations helped with site preparation, planting, mulching and more.

This project helped create an aesthetically-pleasing amenity that helps reduce run-off, control pollution, attract pollinators, and build neighborhood involvement and pride. More at <http://recycle.meridian.mi.us/roundabout>



TEAM MEMBERS

LeRoy Harvey, Recycling Coordinator
Meridian Energy Advisory Team
MidMEAC
Greenspace Design and Contracting
50 local residents + 30 area
businesses

COMMUNITY GARDENS

The 2016 Meridian Township financial contribution brought about two long-needed infrastructure projects at Okemos International and Wardcliff Community Garden this season. Both gardens now have new, 10-foot tall welded wire deer fences installed on site. These fences were both a replacement and an upgrade to the plastic, tenax fencing that were installed over 6 years ago. GP staff member, Ben Crocker, took the lead on design, planning, purchasing and installation at both of the sites. Another 2016 success is the continued visits from Meridian Township gardeners to the Garden Project Resource Center over the course of the growing season. Garden Leaders and community gardeners alike continue to access free plants, seeds and tool lending at our Resource Center from April through July.

Okemos International Garden at Central/Cedar Creek Garden Project worked in conjunction with Okemos Public Schools to obtain permission to shift and slightly expand the garden during the installation of their new, 10-foot tall fence. The garden was pushed further north, away from the tree line, to allow full sun in all plots. The spring weather cooperated and OPS was able to give the garden an early till, which resulted in a mid-May opening; earlier than the last few seasons. Despite the dry summer, garden plots flourished due to the water access that continues to be provided by the Cedar Creek Apartment complex next door. Okemos International gardeners are frequent visitors to the GP Resource Center and we continue to provide staff for on-site registration, garden plotting and plot assignments, as well as hosting volunteers to help with spring and fall clean-ups. (Photo of GP staff and volunteers next to new Okemos International fence.)



Marsh Pointe Garden

Marsh Pointe gardeners tended their plots in a bit less peace and quiet than usual, as repairs to the parking area next to the garden were underway. It was a successful season though, thanks in large part to the MP leadership team, who are active and inclusive. Garden Project was able to organize multiple volunteer work groups to come out and lend a hand, as well as tools and supplies. We continue to have a strong partnership with the garden leaders on site who frequent the Resource



Center for seeds and plants on behalf of their fellow gardeners, many who have limited transportation. (Photo above of GP volunteers distributing plants at GP Resource Center)

Edgewood Village Community Garden

Edgewood Village continues to expand their garden program, involving multiple staff, and this year, a summer AmeriCorps member. Their hoophouse was utilized to a larger extent this season, increasing the amount of produce grown. Rebecca Taylor, Edgewood Garden Leader, utilized the Resource Center on a regular basis, bringing over 250 plant starts back to community gardeners, as well as borrowing tools for work days and other GP resources. In her words... "Thank you to for the compost connection that gave our garden a brilliant start! Thank you for the helping us till, for the seeds, plants, and water barrels! Thank you for all of the knowledge and support you all provide! We are very pleased with how well it is growing and how many people have been involved in helping to nurture it. I also want to share that the containers donated last year are being used all over the property for container gardening and some have even found their way to another property owned by our management company!" (Photo below of Edgewood Village Community Garden and hoophouse)



Grange Acres

After 3 continual seasons of expansion, Grange Acres was able to provide access to all interested residents this season. There was a change in garden leadership this year, as their long-time garden leader resigned. A new garden leader has stepped forward and GP is already in communication with them to help organize multiple spring work days to help with clean-up and repairs in 2017. (Photo above of Grange Acres Community Garden entrance)

Wardcliff Garden

Wardcliff now has a new, 10-foot tall deer fence, which is a huge improvement over the disintegrating plastic fence that had been zip-tied together over the last couple of seasons. The garden's 60 plots were again full. This spring, straw was delivered on site, saving the garden leader from having to do pick-ups himself, as he has in years past. (Photo below of Wardcliff straw delivery, used for mulching, especially helpful for weed suppression and water conservation during this dry growing season.)



Northwind Community Garden

Garden Project again provided a dozen yards of compost and had straw bales for mulching delivered to Northwind Community Garden this season. The garden leadership remains strong, organizing gardener service projects and potlucks. Garden Leaders visit the Resource Center to pick up plants and seeds on behalf of gardeners. East Lansing Food Co-op, which sits next door, continues to be an active partner and supporter of the garden. One community gardener provided us with this snapshot of their season... "This is not so much a story as it is an observation. This year's weather has been a tricky one and I loved the challenge. This year I faced a huge infestation of potato beetles, powdery mildew that spread like wild fire, and a drought that had me out watering 3 times a day! But it made me a better gardener to go through those trials and has me more prepared for the future. Thanks for all you do!" (Photo above of a friendly, do-no-pick sign at Northwind Garden)

Haslett Middle School & St. Paul Lutheran Church

Both the HMS garden and St. Paul Lutheran Church Garden continued into their second growing season this year, after attending Garden Leaders Training and receiving startup funds from GP last year. Interactions with GP were minimal this season, though garden leaders from both sites continued to receive resource emails from us listing support options ranging from volunteer groups, improvement funds, seeds, plants, trainings and more. We will actively outreach to both gardens this winter to hear what plans are underway for 2017 and what support GP can lend. (Photo to the right of St. Paul Lutheran Church Garden in July) (report compiled by Julie Lehman of Garden Project)



More on the community gardens at <http://recycle.meridian.mi.us/garden>.

TEAM MEMBERS

LeRoy Harvey, Recycling Coordinator Greater
Lansing Food Bank Garden Project 300
Community Gardeners

ENGINEERING DIVISION

This division is managed by the Chief Engineer, and includes a Project Engineer, an engineering technician, a Drafting Manager, an Administrative Assistant (shared with Public Works), a part-time Engineering Aide, three engineering interns, and a GIS intern for a total of five full-time and four part-time employees. Major responsibilities include: Overseeing all activities related to replacements, additions and extensions of the existing sanitary sewer system and the water distribution system; construction and repair of the pathway system and sidewalks; planning, design, and construction of capital improvement projects; administering the Soil Erosion & Sedimentation Control (SESC) Program as a Municipal Enforcing Agency (MEA); administering the Lake Lansing Special Assessment District, and help administer FEMA's Floodplain Program for the Township. The Chief Engineer provides quality control for Township construction plans and specifications, review of developers' plans, and division correspondence.

All water main, sanitary sewer, pedestrian/bicycle pathway, sidewalk, and SESC plans for private developments are reviewed to ensure they meet current Township standards. The Engineering Division also inspects and tests the completed facilities prior to acceptance as part of the Township system. This division is also responsible for administering the fat, oil, grease (FOG) control program to ensure proper operation of the sanitary collection system and implementing the water system's cross-connection program, as required by the MDEQ.

Activities for special assessment districts are coordinated through this division, including defining the district, preliminary estimate and design, preparation of petitions, computation of areas to determine if signatures are sufficient, spreading of assessments, final design, construction inspection, and preparation of the final assessment roll. In addition to special assessment districts for sanitary sewer and water mains, Engineering coordinates activities for districts requesting street lights, sidewalks, street paving, curb and gutter, and other public improvements.

This division, along with an advisory committee, administers the Lake Lansing Watershed Management Special Assessment District. Major activities include water quality monitoring and weed control. 2016 was the ninth year of the ten year renewed special assessment district (2008 - 2017).

This division enforces sidewalk code violations throughout the year to ensure safe and convenient use of the non-motorized system in the Township.

This division also cooperates with the Ingham County Road Department regarding road improvements, and with the Ingham County Drain Commission regarding storm drain improvements and drainage problems.

The Engineering Division prepares construction plans and specifications and oversees all design and construction of sanitary sewer and water main replacement and rehabilitation projects, sidewalk repairs, and pedestrian/bicycle pathways. Also, provides survey & engineering support to other departments.

ACHIEVEMENTS

New pathway construction:

Completed design, bidding & award of contract to close the gap in the pathway system along the south side of Mt. Hope Road, between Maumee & Okemos; to be constructed in 2017.

Completed design, bidding, and award of contract to replace a temporary undersized pathway in the pathway system at Jolly Road, east of & Summergate Lane; to be constructed in 2017.

The following sections of pathway were constructed by private developers during 2016:

1,450' of 7' wide concrete pathway along the east side of Newton Road from Sacramento to Fresno Dr.; this section was constructed as part of the Sierra Ridge Phase III subdivision.

40' of 7' wide concrete pathway at 2684 Mt. Hope Road.

Existing Pathway Repair:

2,082 square feet of concrete pathway were replaced at various locations.

29 ramps were replaced or repaired, at various locations, including 23 ramps as part of Ingham County Road Department projects.

The work was completed to ensure the safety of our pathways and to meet ADA requirements.

The work was completed to ensure the safety of our pathways and to meet ADA requirements.

Grants:

Received a commitment from MDOT to fund the installation of a pedestrian crossing warning system on Okemos Road at the Interurban pathway. Continuing to work with MDOT to reach construction in 2017.

Working with MDOT to make a second grant application as competitive as possible; for the MSU to Lake Lansing Trail, Phase I.

Applied to the Ingham County Trail Millage to fund 75%, or \$950,000, of the MSU to Lake Lansing – Phase 1 trail.

Applied & received Ingham County Trail Millage funding as follows:

- Phase I projects, Trail Rehab: \$88,000; crack seal, asphalt overlay, and asphalt replacement along approximately 3 miles of pathway system trails.
- Phase II projects, Bridges: \$575,000; including one bridge replacement, one large box culvert replacement, one large CMP replacement, and superficial repairs (painting and timber replacement) on three bridges, and timber replacement on one boardwalk.

ROADS

- Provided coordination between the ICRD road projects and Township for the local road repairs' program, Park Lake Road, and Hagadorn Road improvements projects.
- Newton Road paving: In order to completely pave Newton Road between BL-69 & Lake Lansing Road, the Township funded paving the north 375' of the stretch, as part of the developers work to pave the remaining 2,130' section along the frontage of Sierra Ridge subdivision.

MISCELLANEOUS PROJECTS

- The Smith Drain improvement project was substantially completed in 2016. Engineering staff coordinated with the Ingham County Drain Commissioner's Office and the contractor during construction relative to the Township's water and sanitary facilities.
- Engineering staff provided assistance to the Parks Department for the Towner Road Park improvements planned for 2016.
- The Engineering and Parks Departments coordinated closely to receive funds from the Ingham County Trails Millage for various trail and bridge repairs and improvements.
- Continued work with the Ingham County Drain Commissioner's Office and their consultant on the Daniel's Drain project.

- Prepared RFP for Water & Sewer Emergency Repair & Service Contract. At least one contract was signed with a local contractor to provide emergency repairs & other services to augment our maintenance responsibilities.
- Engineering staff prepared, in collaboration with the Drain Commissioner's office, plan & construction documents to mitigate a drainage problem in Central Park Estates, Olmstead Court area. The project is on hold pending procurement of funding from stakeholders including the developer and three building companies.

SANITARY SEWER SYSTEM

Township Projects:

- Engineering staff administered the re-construction of the Towar Gardens Lift Station. Work was completed in 2016.
- Engineering staff completed all aspects of design, permits' procurement, bidding, and contracting for the Kansas and Newton Road sanitary sewer installation. All of the construction was completed in 2016.
- Engineering staff administered the Woodhill Lift Station Control Panel 2016 project including preparing bid plans & documents, bidding, inspection, and close out. The project was completed in 2016.
- Six high-priority defects were discovered in the sanitary sewer system by the Township Sewer Department. The Engineering and Sewer Departments worked closely to correct all six issues. Five were completed by an outside contractor; one was completed by Sewer Department staff.
- The Township received a valid petition to establish a SAD to pay for extension of municipal sanitary collection system along East & West Sleepy Hollow Lane, south of Lake Lansing Road, and to service parcels along Lake Lansing Road & Newton Road in the vicinity of Lake Lansing Road and Newton Road intersection. The status of this petition will be determined in 2017.

Private Developments:

Engineering staff oversaw the extension, including review, approval of plans, and field inspection of installation, of the following public sanitary sewer mains:

- 1,069 feet of 8" main in Sierra Ridge subdivision #3.
- 912 feet of 8" main in Georgetown Subdivision #4.
- 272 feet of 8" main servicing Red Cedar Flat development

Administered the fat, oil, grease, and grit interceptor policy, including review of plumbing plans, field inspection of related plumbing, and preparing maintenance agreements for new restaurants and automotive service facilities.

WATER SYSTEM

Township Projects:

- Oversaw the replacement of the Shaw Street water main between Lake Drive and Lake Lansing Road.
- The Township received a valid petition to establish a SAD to pay for extension of municipal water main along East & West Sleepy Hollow Lane, south of Lake Lansing Road. The status of this petition will be determined in 2017.
- Engineering staff started all aspects of design, permits' procurement, bidding, contracting, and project management of the following water main contract:

- Ardmore Avenue water main replacement, from Kent Street to Grand River Avenue, and new main on BL-69 and Towner Road, from Newton Road to 1998 Towner. The work is scheduled to begin & be completed in 2017.

Private Development:

Engineering staff oversaw the extension -, including review, approval of plans, and field inspection of installation - of the following public water mains:

- 1,130 feet of 8" main servicing the Whole Foods site at 2750 Grand River Avenue.
- 141 feet of 8" main servicing the Autozone site at 2649 Grand River Avenue.
- 134 feet of 8" main servicing the new Townhouses (Hagan Development) at 3696-3710 Okemos Road.
- 1,113 feet of 8" main in Sierra Ridge Subdivision #3.
- 1,764 feet of 8" in Georgetown Subdivision #4.
- 1,216 feet of 8" main servicing the Red Cedar Flats development site.
- 6' of 8" main at 2043 Hamilton Townhouses.

Administered the Cross connection program which included plan review, field inspection, and completion of maintenance agreements. In 2016 there were for five new back-flow prevention devices (BFPs).

LAKE LANSING WATERSHED MANAGEMENT

The Special Assessment District to fund management of the Lake Lansing Watershed was administered for year nine of the ten-year Special Assessment District (2008 - 2017). As part of the Lake Management Plan, the following activities were completed:

Water Quality Sampling: In 2016, samples were collected from Lake Lansing and from tributary streams in spring and late summer. Lake Lansing is borderline between mesotrophic (moderately productive) and eutrophic (nutrient-enriched and productive). During the 2016 sampling period, phosphorus levels were generally low or moderate with the exception of the deepest samples in late summer which were high. Water clarity was moderate in spring and late summer. Algae growth was low in spring and moderate in summer. Tributary streams carry only a small volume of water into Lake Lansing, and stormwater catch-basin inserts also help to reduce pollution loading

Nuisance Aquatic Plant Control: In 2016, the herbicide fluridone was applied in a whole-lake treatment to control Eurasian milfoil. In mid July, 52 acres were harvested and a 30-acre harvest was conducted in mid September to control nuisance native plant growth.

Watershed Improvements: In 2016, filtration inserts were installed in two catch-basins along Columbia Street north of Bliss Street and one catch-basin near Randall and Reynolds Streets to reduce the amount of sediment and other pollutants washing into Lake Lansing.

Public Education & Outreach : The Lake Lansing Advisory Committee's consultant produced a 22-minute video that provides information on Lake Lansing's size and shape and how water quality is impacted. The third annual aquatic invasive species "Landing Blitz" was held at the Lake Lansing public boat launch on July 9 to raise awareness about preventing the spread of aquatic invasive species (AIS) through recreational boating and related activities.

SOIL EROSION & SEDIMENTATION CONTROL (SESC)

The Engineering Division has the responsibility to administer and enforce all SESC requirements for all private projects and developments within the Township's jurisdiction.

Engineering staff processed 370 SESC permit applications.

FLOODPLAIN PROGRAM

Staff continued to provide technical support to property owners, real estate agents, and developers impacted by FEMA floodplain maps.

Engineering staff continued the process to allow the Township to join FEMA's Community Rating System (CRS). By joining the CRS Program, Township residents who need flood insurance will be given discounts on their flood insurance premiums. Of the 18 properties which remain barriers to entry into the CRS Program, 14 were resolved with FEMA in 2016.

PRIVATE INFRASTRUCTURE REVIEW AND INSPECTION

- Engineering staff made 495 trips for sewer and water service connections and repairs.
- Engineering staff reviewed, documented, and followed up on 96 utility permits for private utility company work.
- Engineering staff reviewed, documented, and followed up on 64 pathway and sidewalk permits.

The following is a summary of additions to the Township non-motorized and utility infrastructure:

	TOWNSHIP	BUILDERS & DEVELOPERS	2016 TOTAL	SYSTEM TOTAL
Pathway		0.282 mi.	0.282 mi.	74.8 mi.
Water		1.04 mi.		169.12 mi.
Sanitary	0.278	0.427 mi.	0.705 mi.	148.06 mi.

STORMWATER MANAGEMENT

The Chief engineer continued to meet with several other municipalities comprising the Greater Lansing Regional Committee (GLRC) for Stormwater Management to address the requirements from the U.S. Environmental Protection Agency for the National Pollutant Discharge Elimination System (NPDES) Storm Water Phase II Final Rule. We received the new MS4 permit in November 2015. A required progress report for 2014-2015 was submitted to MDEQ in April of 2016.

As part of the permit requirements Township personnel participated in training for illicit discharge detection & elimination (IDEP), and pollution prevention/ good housekeeping training.

TEAM MEMBERS

Younes Ishraidi, P.E., C.F.M. Chief Engineer
Nyal Nunn, Project Engineer, C.F.M.
Jay Graham, Drafting Manager
David Liviskie, Engineering Technician
Archie Virtue, Engineering Aide (part-time)
Ian Schmitz, Intern (Part-Time) (resigned April 2016)
Lucas Driesenga Engineering Intern (part-time)
Yafeng Jiang, intern (part-time) (started May 2016)
Hussein Khanjar, intern (part-time) (started May 2016)
Ben Miles, GIS Intern (part-time) (resigned September 2016)

PUBLIC WORKS DIVISION

Public Works includes the Facilities Section and the Water and Sewer Section. Staffing includes the Facilities Superintendent, an Administrative Assistant shared with Engineering, and sixteen full-time, and 5 - 7 seasonal support personnel. The Facilities Section includes the Motor Pool, Building Maintenance, and the Recycle Drop-Off Center. The Recycle Drop-Off Center is operated by Recycled by Design, a private company. The Water & Sewer Section includes Water Distribution System operation and maintenance and Sewage Collection System operation and maintenance. Public Works is managed by the Director of Public Works & Engineering and the Facilities Superintendent. The Facilities Superintendent is also responsible for Parks and Grounds maintenance and the Cemetery within the Parks & Recreation Department.

FACILITIES TEAM MEMBER

Dennis Antone, Facilities Superintendent

VEHICLE & EQUIPMENT MAINTENANCE (MOTOR POOL)

The Motor Pool is responsible for maintaining the Township's fleet of 86 on-road vehicles and approximately 50 miscellaneous pieces of equipment including large mowers, backhoes, and trailers. The mechanics perform preventive maintenance and major repairs to all Township vehicles and equipment.

ACHIEVEMENTS

- Completed 606 preventive maintenance and non-routine emergency repair requests for various vehicles and equipment in the Township's fleet. The following list is per department work order and cost totals.
- Administration – 14 work orders - \$4,064
- P/W Water -79 work orders - \$23,581
- P/W Sewer - 23 work orders - \$6,352
- P/W Buildings - 3 work orders - \$1,179
- P/W Engineering -14 work orders - \$4,443
- P/W Pathway - 38 work orders - \$15,753
- P/W Fleet Maintenance - 1work orders- \$124
- Recreation Administration –3 work orders - \$1,183
- Parks & Grounds Maintenance - 95 work orders - \$ 40,237
- Cemetery – 5 work orders - \$ 1,716
- Community Development - 14 work orders – \$ 3,184
- Police Department - 152 work orders - \$ 37,525
- Fire Department -165 work orders - \$ 54,187
- Purchased, and prepared for service 3 - 2016 Ford Utility Police Interceptors.
- Purchased and Prepared for service 1- 2016 Spartan/Spencer Fire Engine
- Sold at ADESA auction 3 units for total of \$13,220
- Purchased 1-2016 John Deere 1600 12' Field Mower

TEAM MEMBERS

Todd Frank, Lead Mechanic
James Hansen, Mechanic

BUILDING MAINTENANCE

The Facilities Section maintains all Township-owned buildings and facilities. Activities include carpentry, plumbing, electrical work, oversight of building maintenance contractors, and custodial cleaning.

ACHIEVEMENTS

- Contracted with Pro-Tech Mechanical to maintain and repair HVAC systems.
- Contracted with Johnson Controls to maintain HVAC control system
- Contracted with Dietz Janitorial Services for Harris Nature Center, Towar Recreation Center, Public Safety Building, and Service Center cleaning.
- Contracted with Peckham Industries for Municipal Building cleaning.
- Maintained inventory and delivered cases of paper, envelopes, forms, and other paper products to all Township departments and buildings.
- Continued with room set ups and take downs in all Township buildings
- Provided contract oversight and inspection for the following: Building fire alarms, fire extinguisher maintenance, elevator maintenance, and overhead garage door maintenance, HVAC maintenance, and electrical maintenance.
- Completed 260 emergency and routine service calls.
- Replaced parking lot and building lights Okemos Library
- Completed removal of underground storage tank from Municipal Complex

TEAM MEMBER

Rick Vasilion, Lead Worker

WATER DISTRIBUTION SYSTEM

This section maintains, repairs and operates the water distribution system; which includes 168 miles of water mains, over 12,000 water services, 15,000+ water meters, 15,000+ remote readers, 2,000+ water distribution valves, 1,900+ fire hydrants, 1,900+ fire hydrant valves, and two 500,000 gallon elevated storage tanks.

TEAM MEMBERS

Larry Bobb, Lead Utility Worker
Dan Palacios, Utility Worker
Mike Ellis, Utility Worker
Kyle Fogg, Utility Worker

Chad Houck, Utility Worker
David Lester, Utility Worker
Tom Oxender, Utility Worker
D'Destin Kaufman, Utility Worker

ACHIEVEMENTS

- Repaired or replaced 6 meter pits.
- Installed 12 new water services.
- Repaired or replaced 61 curb boxes.
- Repaired or replaced 7 gate valves.
- Repaired or replaced 31 valve boxes.
- Repaired or replaced 13 fire hydrants
- Repaired or replaced 52 water service breaks.
- Repaired 21 water main breaks.
- Investigated 26 possible water leaks.
- Set 144 new meters.
- Responded to 1,003 water meter service calls.

- Performed 1,992 individual meter reads.
- Responded to 6 water quality complaints.
- Responded to numerous after hour emergency calls.
- Located underground utilities for hundreds of Miss Dig requests, and marked thousands of feet of water main.
- Exercised and inspected 346 gate valves in sections 3, 28, and 29.
- Painted and inspected hydrants in section 15, 16, and 17.
- Thawed numerous frozen services throughout January and February.
- Performed monthly water shut offs for nonpayment of utility bills.
- Read water meters monthly.
- Mowed and trimmed water towers weekly and snow plowed in winter months
- Delivered bulk mail monthly.
- Attended various classes to train for water distribution, and work place safety.
- Completed various tasks for all County and Township construction projects.
- Assisted the sewer department with replacing catch basins at Okemos Library.
- Assisted the Park's and Sewer Maintenance departments on numerous projects.

WATER USAGE (GALLONS)

	2013-2014	2014-2015	2015-2016
Water purchased from the East Lansing Meridian Water & Sewer Authority	1,104,246,000	888,539,000	951,586,000
Water purchased from Lansing Board of Water & Light	272,062,000	246,858,000	260,622,000
Total	1,376,308,000	1,135,397,000	1,212,208,000
Average Gallons per Day	3,770,707	3,110,677	3,321,117

SANITARY SEWER COLLECTION SYSTEM

The Township has over 12,000 sanitary sewer customers and is responsible for the maintenance, repair and operation of approximately 147 miles of sanitary sewer collection lines, 2,800+ manholes, and 28 sanitary sewage pumping stations ranging in size from 3.5 million gallons per day to a few thousand gallons per day. Maintenance items include: main line sewer cleaning, grease removal in sewer lines in areas of restaurants, manhole cleaning and repairs, manhole inspections, CCTV inspections, pump repair, pump back flushing, and electrical repairs of pump control panels.

The Sewer Section also evaluates the capacity of the system by performing inflow and infiltration studies of the system.

TEAM MEMBERS

Rob MacKenzie, Lead Utility Worker
 Robert Stacy, Utility Worker
 Derrick Bobb, Utility Worker
 Tyler Kennell, Utility Worker
 Vacant, Utility Worker

ACHIEVEMENTS

- Responded to 80 sewer calls. 3 were mainline restrictions that were cleared. 21 SCADA calls on lift stations that have been resolved.
- Cleaned and sort parts at maintenance facility.
- Sorting, organizing, and inputting paperwork/maintenance records for the sewer department. Inventory and order supplies for maintenance of the sewer system.
- Worked with engineering on upcoming water and sewer projects.
- Assisted fire department during large snow events.
- Assisted with SCADA change over project.
- Worked with engineering consultant on SAW grant project.(Hydraulic test @ Central and County Park Lift Stations)
- Worked with contractor on SAW grant project.
- Work with a contractor to remove and replace faulty valve at East End Lift Station. Repaired blow out in force main that runs from East End Lift Station to East Lansing.
- Work with salesmen to organize equipment trials and get quotes for new equipment.
- Worked on sewer main and manhole repair projects. Replaced broken sewer main @ 5250 Marsh Road.
- Remove and replace storm catch basins @ Okemos Library.
- Continued weekly lift station checks and repairs. Replaced pumps, floats, transducers, motor starters, etc. at lift stations that needed it. Back flushed pumps as needed.
- Continue changing chemical barrels at Central Lift Station.
- Located and raised manholes, inspected manholes, and GPS'd there locations. (various locations in the township)
- Cleaned and televised Ingham County Road Department 2017 road construction areas. (not local road projects for 2017)
- Inspected and cleaned sewer main line and manholes after Ingham County Road Department projects were completed.
- Mowed easements for inspection and maintenance operations.
- Cleaned 32 lift stations and winterized 3 lift stations.
- Cleaned approximately 142,000 feet of sewer line.
- Televised approximately 140,000 feet of sewer line.
- Root Cut approximately 10,000 feet of sewer main line.
- Foam Root Treated approximately 6,000 feet of sewer line.
- Cleaned all township owned storm drains to comply with MS4.
- Power washed and painted 10 lift station panels.
- Mowed and weed whip all lift stations as needed till snow fell.
- Plowed and shoveled snow from lift stations as needed.
- Assisted with the Woodhill Lift Station installation of a new panel project.
- Assisted East Lansing with camera truck and East End wet well shut down for their root treatment project.
- Assisted the water team on water repairs. (new valves Mt. Hope and Hagadorn, Marsh and Lake Drive, and multiple service and main leaks.)
- Assisted the Parks department with mowing duties, snow removal, and other work orders.
- Completed buildings department work orders.
- Grade driveway at Transfer Station.
- Attended weekly staff meetings, SAW grant meetings, SCADA meetings,
- Electrical classes, pesticide seminars, and DEQ seminars
- Reviewed applications and was part of a team to hire full time employees and summer help employees.

MERIDIAN TOWNSHIP SEWER USAGE REPORT

	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
MAIN LIFT STATION	1,034,890,000	739,023,000	726,001,000	784,380,000	723,236,000	774,596,000
CENTRAL LIFT STATION (new station – startup 5/2/10)	92,314,000	413,124,000	388,840,000	428,481,000	423,463,000	454,477,000
EAST END LIFT STATION	78,549,400	71,491,700	69,898,000	55,233,500	45,595,400	45,906,300
TOWAR GARDENS FLOW METER	108,790,000	75,300,000	70,720,000	187,759,000	258,150,000	162,260,000
CAMPUS HILLS APARTMENTS	3,247,000	2,856,000	2,957,000	3,301,000	3,476,000	3,416,000
SMALL ACRES LANE	168,000	168,000	168,000	168,000	168,000	168,000
WARDCLIFF, L. LANSING, PARK LAKE, G.RIVER, NORTHWIND & DAWN AVE. SOUTH, ZONE 4	60,541,000	55,232,000	59,234,000	59,405,000	53,569,000	52,435,000
HERITAGE HILLS	11,340,000	12,838,000	12,926,000	9,792,000	12,220,000	12,851,000
HAGADORN RD., RIVER TERRACE, HANNAH BLVD., EYDE PKWY.	37,556,000	35,132,000	37,799,000	34,957,000	32,088,000	34,786,000
DAWN AVE. NORTH, THE GREENS, & SKYLINE COURT	4,774,000	5,144,000	5,668,000	5,693,000	4,477,000	4,394,000
YEARLY TOTALS (gallons)	1,432,169,400	1,410,308,700	1,374,211,900	1,566,169,500	1,556,442,400	1,545,289,300
AVERAGE DAILY FLOWS (gallons)	3,924,000	3,863,859	3,764,964	4,290,875	4,264,226	4,233,669

TREASURER'S OFFICE

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. Included in this responsibility is the accurate accounting of all funds. The Treasurer is also required to pay out funds to local school districts. In Meridian Township, these include Okemos, Haslett, East Lansing, Williamston, 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 2016, the Treasurer's Office reported:

- Total property taxes collected and processed in 2016 = \$78,160,649.69.
- Total other receipts collected and processed in 2016 = \$14,491,218.17.
- Total delinquent personal property taxes collected in 2016 for the 2011 to 2015 tax years = \$65,096.45.
- Three new bankruptcies/receiverships in 2016. Twelve active prior year bankruptcies.
- Delinquent personal property bankruptcies owing \$4,926.08.
- Total tax collected from delinquent and active bankruptcies in 2016 = \$2,113.48.
- The Treasurer collaborated with Delhi Township in the statutory cancellation of delinquent personal property taxes.
- The Treasurer assisted with various Tax Tribunal cases providing revenue estimates and impacts for the Township.
- Taxpayers can receive free tax information on their own property by using the Township website (www.twp.meridian.mi.us) or calling the Treasurer's Office at (517) 853-4140.
- The Treasurer continued offering the ACH payment option for taxes.
- The Treasurer served as a Township Board member and attended semimonthly meetings. This responsibility includes deliberation and voting on all Board actions.
- The Treasurer presented periodic reports to the Township Board on Township investments and collections.
- The Treasurer served the Meridian Economic Development Corporation (EDC) as treasurer and attended monthly meetings to report finances and provide input on development projects.

- The Treasurer served as Chair of the EDC's Global Initiative, exploring economic development opportunities related to the international population in our community.
- The Treasurer served on Global Lansing for LEAP.
- The Treasurer served on the Land Preservation Advisory Board.
- The Treasurer attended weekly Rotary Club meetings in order to improve communications between the Township and the business community.
- The Treasurer served as a member of the Meridian Township Pension Board, which meets periodically to oversee its financial condition.
- The Treasurer served on the Capital Area Transportation Authority.
- The Treasurer began serving on the Tri-County Planning Commission.
- The Treasurer attended monthly MABA meetings in order to facilitate communication between the Township and the business community.
- The Treasurer served as co-chair of the Capital Area Treasurer's Group.
- The Treasurer assisted the Finance Director with approval of paperwork for audit purposes.

TEAM MEMBERS

Julie Brixie, Treasurer
 Mary Ann Groop, Deputy/Assistant to the Treasurer
 Stephaney Guild, Bookkeeper (hired March 2016)