

1. CALL MEETING TO ORDER
2. MISSION: Set the standard in creating an entrepreneurial culture; be the example for revitalization of our business districts and be the leaders in building sustainable public/private partnerships.
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. Minutes – May 7, 2020
5. PUBLIC REMARKS
6. NEW BUSINESS
 - A. Business grant discussion
7. OPEN DISCUSSION/BOARD COMMENTS
8. PUBLIC REMARKS
9. NEXT MEETING DATE
 - A. June 4, 2020, 7:30am
10. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall



Charter Township of Meridian
Meridian Economic Development Corporation
5151 Marsh Road, Okemos, MI 48864
Thursday, May 7, 2020– Minutes -DRAFT

Members

Present: Jade Sims, Joel Conn, Treasurer Phil Deschaine, Shawn Dunham, Mikhail Murshak, David Ledebuhr, Brenda Chapman, Township Manager Frank Walsh, Tom Conway, Kimberly Thompson, and Adam Carlson

Members

Absent: Trustee Kathy Ann Sundland

Others

Present: Executive Assistant Michelle Prinz, Community Planning & Development Director Mark Kieselbach, Economic Development Director Ken Lane, Resident Alex Newman, and Lake Trust Credit Union Manager Dylan Swan

1. CALL MEETING TO ORDER

Chair Sims called the meeting to order at 7:32 am and Member Carlson read the mission statement.

2. **MISSION:** Set the standard in creating an entrepreneurial culture, be the example for revitalization of our business districts, and be the leaders in building sustainable public/private partnerships.

3. APPROVAL OF THE AGENDA

MOTION BY MEMBER CARLSON TO APPROVE THE AGENDA. SUPPORTED BY MEMBER LEDEBUHR. MOTION PASSES 11-0.

4. CONSENT AGENDA

- a. Minutes-March 12, 2020
- b. Financial Report
- c. Development Projects

MOTION BY MEMBER CARLSON TO APPROVE THE CONSENT AGENDA. SUPPORTED BY MEMBER DUNHAM. MOTION PASSES 11-0.

5. PUBLIC REMARKS

Resident Alex Newman mentioned he is looking forward to getting involved with the Township.

6. NEW BUSINESS

a. Virtual Meeting Platform Discussion

Concerns were mentioned regarding the security of Zoom for these meetings. Member Conway mentioned other municipalities have had issues in this regard. Treasurer Deschaine mentioned he is in favor of the Zoom platform because of its ease of use for residents. There was a consensus among the group that the Zoom platform is the best option and the group will continue to use it for virtual meetings.

7. OLD BUSINESS

a. School District Engagement-Drink Cart Opportunity

There are no new updates on this subject. Director Lane will reach out to Scott Weaver and report back next month with any updates.

8. TOWNSHIP REPORT

a. Township Board

- Pine Village-senior housing development at Haslett Village Square has financing in place and has made some great updates to the mixed use building
- Approved hazard pay for front line police and fire
- Ratified police patrol contract
- Due to the pandemic, the Village of Okemos is facing significant construction delays

b. Township Manager

- Township Board election is coming up. The Treasurer and Supervisor are running unopposed. There are seven Trustee candidates; four incumbents and three challengers.
- The police benefits were restructured in this contract to allow for a savings for the Township in the years to come.
- Working on a staff realignment plan
- Developed a COVID-19 hotline with 107 calls to date
- Hoping to move the Farmers' Market to the mall parking lot to allow for more space for social distancing
- Setting up an outdoor summer service counter in the pavilion for tax payments, utility payments, building permits and ballots
- 21 local streets are in the process of being upgraded
- Is the EDC interested in redirecting their \$50,000 donation to the Farmers' Market to use for a small business grant program instead? Chair Sims recommend to table the discussion until the open discussion portion of the agenda.

c. Planning Commission

Director Kieselbach provided a summary of recent Planning Commission activities.

d. Chair

Chair Sims thanked the Township for all of the hard work during this difficult time.

e. Staff

Director Lane reported that 3 Township businesses received a \$10,000 small business relief grant through Lansing Economic Area Partnership (LEAP). Of the 1,875 applications submitted, the tri-county area received 60 grants. The 3 businesses selected in Meridian Township include: Art Unlimited, Embassy Transportation and Red Haven. The Michigan Economic Development Corporation (MEDC) will soon announce business loans for the tri-county area including: 8 in Ingham County, 2 in Eaton County, and 2 in Clinton County. Other opportunities for funding may be available for tech based businesses through the Regional SmartZone. The deadline for those grants is June 30, 2020. Director Lane reviewed the Township development projects currently under construction and those under consideration.

9. COMMUNITY REPORTS

a. Meridian Mall

- Member Dunham reported he is currently furloughed and planning to return to work mid-June
- Had discussion regarding the Chinese New Year, at the Meridian Mall, sponsorship. The following motion was presented:

MOTION BY MEMBER LEDEBUHR TO SEND AN EMAIL TO THE MERIDIAN MALL TO CONSIDER THE EDC 2020 \$1,000 SPONSORSHIP, FOR THE CHINESE NEW CELEBRATION, AS A DEPOSIT FOR THE 2021 EVENT . SUPPORTED BY MEMBER MURSHAK. MOTION PASSES 9-1-1.

- Director Lane will prepare a letter to the Meridian Mall regarding the Chinese New Year sponsorship for Chair Sims review.

b. Marketplace on the Green

No new updates. Construction is expected to resume again soon.

c. MABA

Member Conway and Member Dunham reported they have resigned from the MABA Board. Member Thompson has volunteered to be the new connection with MABA for the EDC. MABA is holding a zoom membership meeting tomorrow.

10. OPEN DISCUSSION/BOARD COMMENTS

The proposed small business grant program was discussed. There is agreement to use the \$50,000 donation from the Farmers' Market donation for this program. In addition, Manager Walsh is investigating the possibility of using an additional \$50,000 from the Meridian Redevelopment Fund for a combined total of \$100,000 for the small business grant program.

MOTION BY MEMBER LEDEBUHR THAT THE EDC CONSIDER FUNDING A SMALL BUSINESS GRANT PROGRAM, STAFF TO INVESTIGATE FUNDING AND HAVE A SPECIAL MEETING VIA ZOOM ON WEDNESDAY, MAY 13, 2020 AT 7:30AM TO FURTHER DISCUSS THE DETAILS. SUPPORTED BY MEMBER THOMPSON. MOTION PASSES 11-0.

11. PUBLIC REMARKS

Lake Trust Credit Union, Okemos Branch Manager, Dylan Swan stated he would pass along the small business grant information to interested parties through the credit union.

12. NEXT MEETING DATE

- June 4, 2020 at 7:30am

13. ADJOURNMENT

Hearing no objection, Chair Sims adjourned the meeting at 9:04am.



Grant Application:

ABOUT THIS GRANT

Support for Meridian Township small businesses affected by COVID-19: The MTEDC Small Business Relief Grant Program is meant to assist business who have experienced financial hardship due to the COVID-19 pandemic or Executive Order (“EO”) No. 2020-59 and/or subsequent EOs.

ELIGIBILITY

In order to be considered for the MTEDC’s small business relief grants, your business must meet certain eligibility requirements. This application includes questions to identify if your business is eligible. If it is, you will proceed to the application questions.

APPLICATION PERIOD

The application will be open until 5:00pm on May 23, 2020.

Once you submit this application, you may have the ability to return to it later to make changes before the application closes at 5:00pm on May, 23, 2020. You will receive a confirmation email including a link to your application responses. However, we cannot guarantee you will receive the email or that the link included will function as desired.

PLEASE REVIEW BUSINESS ELIGIBILITY AND APPLICATION CRITERIA BEFORE STARTING THE APPLICATION. All documents are available at the MTEDC’s page on the Meridian Township website at meridian.mi.us.

1. Is your Business Eligible for This Grant?

Before you begin the grant application questions, you will be asked to acknowledge and agree to the eligibility conditions of the grant. If awarded, applicant acknowledges and agrees to the following:

- a. That the applicant business meets all eligibility requirements specified in the MTEDC’s Business Eligibility Memo;
- b. That all questions in this application have been answered truthfully;
- c. That information provided in this application is public knowledge, in compliance with the Freedom of Information Act;
- d. If awarded, applicant shall provide to the MTEDC a W-9 completed and signed within 24 hours of award notification;
- e. If awarded, that the business may be identified to the public in press releases, and understands that application materials and any other items submitted may be subject to release under the Freedom of Information Act, etc.

I have read and agree to the terms and conditions of the award as described above. Type your first and last name as acknowledgement. Upon your acknowledgement, you will proceed to the grant application questions.

2. Email Address:

3. Is your business a brick-and-mortar business located with Meridian Charter Township?

4. Has your business been directly affected by the novel coronavirus (COVID-19) pandemic or the related EOs?

5. Has your business experienced significant financial damage specifically due to the COVID-19 pandemic or related EOs?

6. Is your business delinquent on any accounts, fees and taxes, or assessments owed to Meridian Township?

7. Contact Information:

First Name:

Last Name:

Phone Number:

8. Name of Business:

9. Type of Business. Please choose the best fit from the following options: *Mark only one*

Construction / development

Child care / family services

Restaurant / dining

Retail

Fitness / gyms

Health care

Housing / hospitality Business services Manufacturer

Non-profit

Wholesaler / distributor Personal care / grooming

Sole proprietor

10. Business Address Street and Number:

11. Do you own the building this business is located in?

12. Do you lease the building the business is located in? Lease Information:

First Name - Building Owner:

Last Name - Building Owner:

What is the length of your lease term?

13. Real and Personal Property Parcel Numbers:

14. Is there a mortgage on the building?

15. How long has the business you are applying on behalf of existed in Meridian Township?

16. Where was the business established and where is it headquartered?

17. Are you the owner of the business?

First Name - Business Owner(s):

Last Name - Business Owner(s):

Phone Number - Business Owner(s):

Email Address-Business Owner(s):

Does the Business Owner(s) live in Meridian Township?

18. Are you applying for a grant for another business as well?

19. If you answered yes to question 18, what is the name of the other business(es) you are also applying for?

20. Do you have any family, financial or close-friend relationship to anyone related to the MTEDC or Meridian Township?

21. If you answered yes to question 20, provide the names of all individuals and your relationship to each person:

22. Number of employees on February 28, 2020?

23. Number of employees today?

24. Have you received Payroll Protection Program (PPP) funds?

25. Total Revenue 2018?

26. Total Revenue 2019?

27. Average weekly revenue from April 2019?
28. Average weekly revenue from April 2020?
29. What is current status of your business operations?
30. Describe the history of your business as it relates to Meridian Township?
31. How does your business engage with the community in terms of special programs, events, philanthropy, etc.?
32. Briefly describe the intangible impact the business has on the residents of Meridian Township:
33. What makes your business well-liked by your customers, clients, employees and partners?
34. What makes your physical location meaningful to your neighbors and the broader community?
35. If your business were to cease operations, what other area businesses would be most impacted?
36. What makes your business unique?
37. What product or service offerings differentiate your business from competitors?
38. Describe any other financial support programs you have successfully secured at the local, state or federal level:
39. If your business were award a grant, what business expenses would the grant funding be applied to?



**MERIDIAN TOWNSHIP ECONOMIC DEVELOPMENT CORPORATION
SMALL BUSINESS RELIEF GRANT PROGRAM**

The Meridian Township Economic Development Corporation (the “MTEDC”) is providing economic support to Meridian Township’s small business community to assist with revenue loss due to the COVID-19 crisis. Through its Small Business Relief Grant Program, the MTEDC is providing grant opportunities to small businesses affected by the virus.

The MTEDC has allocated \$148,000 for 37 grants of \$4,000. Applications will be available online and must be submitted via email to lane@meridian.mi.us. The application period begins on May 20, 2020, and ends at 5:00pm on May 23, 2020. Grants are anticipated to be awarded on May 29, 2020, with funds distributed by June 2, 2020.

Business Eligibility:

All businesses seeking funds must meet **all** of the following requirements:

1. The business is located in the jurisdictional boundaries of Meridian Charter Township.
2. The business can demonstrate income loss specifically related to the COVID-19 pandemic or a related Executive Order issued by Governor Whitmer, rather than financial hardship in general.
3. The business can demonstrate need for working capital (ex. support payroll expenses, rent, mortgage payments, utility expenses or similar expenses that occur in the ordinary course of business).
4. The business has 50 employees or less, both full-time and part-time (inclusive of owners).
5. Annual business revenue in 2019 was \$1.5 million or less, company-wide.
6. The business was not awarded a grant or loan through a business relief program administered by the Lansing Economic Area Partnership (“LEAP”).
7. The business is not delinquent on any accounts, fees, taxes, or assessments owed to Meridian Charter Township.
8. The business has a physical (brick & mortar) location.
9. The business was formed and is headquartered in Meridian Charter Township.



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Scoring Criteria:

Grant applicants meeting all business eligibility requirements (see [Business Eligibility memo](#)) will be scored by a review and deliberation committee based upon the following criteria:

Economic Distress: 25 points

The business must qualify the financial burden caused by the COVID-19 crisis or an issued Executive Order. The application asks numerous financially driven questions to portray the hardship endured. Examples include detailing the difference in full-time employees from February 2020 to May 2020 and revenue comparisons from previous periods to current state.

Community Impact/History in Meridian: 30 points

Small businesses are integral to the economy in a myriad of ways, such as how they engage with the community through philanthropy, events, programming and more. Does your business have a long history in Meridian Township? Does the business engage with local organizations or Township events? Does the business engage with community organizations like Rotary or Lions Club? Is the business beloved by its community with a proven track record? How does the community relate to the business’s brand? Briefly describe the intangible impact the business has on the residents of Meridian Township. Does the business have partnerships with other local businesses or organizations that would be affected by the business closing or declaring bankruptcy?

Working Capital Need: 20 points

The business must detail its immediate business needs to operate in this time of crisis. Examples include payroll expenses, rent, mortgage payments, utility expenses or similar expenses that occur in the ordinary course of business. The business can also describe other resources it has sought or is currently utilizing at this time in an effort to meet working capital

needs. A business should attempt to allocate its grant request to its most pressing working capital needs.

Uniqueness of Product/Service/Offering: 20 points

Many communities have businesses that uniquely contribute to the community and are likely difficult to replace, impacting the community's character. Is the business the Township's only specialty restaurant or grocery store? What differentiates this business from others and its competitors? Provide a compelling narrative why Meridian Township residents need this business.

Ownership Residency: 5 points

Does a majority of the ownership of the business live in Meridian Township?

Review Process:

Committee

A five person review and deliberation committee consisting of the Chair of the MTEDC, a member of the Meridian Township Board of Trustees, the Chair of the Meridian Township Downtown Development Authority, the Township Manager, and the Township Economic Development Director, will be responsible for application review and approval. The top 37 businesses will receive a \$4,000 grant.

Next Steps for Awarded Businesses

Awarded businesses will be required to submit a W9 form within 24 hours of grant award acknowledgement in order to expedite fund processing.

Awarded businesses will also be required to sign a simple grant agreement that specifies six months of simple reporting requirements and eligible use of funds.



**MERIDIAN TOWNSHIP ECONOMIC DEVELOPMENT CORPORATION
SMALL BUSINESS RELIEF GRANT PROGRAM**

Frequently Asked Questions (FAQ)

1. How did this small business relief grant program come about?

The Meridian Township Economic Development Corporation (the “MTEDC”) approved the allocation of \$148,000 from its discretionary funds to business relief initiatives on May 13, 2020, in response to the COVID-19 pandemic. The MTEDC intends to provide working capital grants to help alleviate the economic distress placed upon the Township’s small businesses.

2. What amount of funds were reallocated for this grant program?

\$148,000

3. What amount is available for individual applicants?

Grants of \$4,000 will be made to awardees

4. What are the key determinants of eligibility?

To be eligible, applicants must be a local, small, physical (brick and mortar) business within Meridian Township that was negatively affected by the COVID-19 pandemic or related Executive Orders. Applicant businesses cannot be delinquent on any accounts, fees, taxes, or assessments owed to Meridian Township.

Additional business eligibility requirements can be found in the MTEDC’s [Business Eligibility memo](#).

5. Are sole proprietors or home-based businesses eligible?

Sole proprietors are eligible, adhering to the same eligibility determination requirements noted in the application and the MTEDC’s [Business Eligibility memo](#). However, home-based businesses are ineligible.

6. Are nonprofits eligible businesses?

Yes, nonprofits are eligible if they meet all eligibility requirements. Nonprofits still need to answer all business-oriented questions and will be scored on the same criteria as for-profit businesses.

7. If my business has multiple locations, do I need to submit a separate application for each?

Yes, every business location requires its own application. The applicant must use company-wide metrics during the process (i.e. total number of employees, financial data, etc.) for eligibility determination and review purposes.

The applicant must specify in the application when prompted which brick and mortar business location the requested grant funds will be exclusively deployed at.

8. Is my franchise-owned business eligible?

Yes, franchises or businesses affiliated with a national chain are eligible.

9. Will I need to submit financial documents as part of the application?

No, the MTEDC is not requiring the applicant to submit financial documents. The applicant must acknowledge and agree to answer all questions truthfully in order to be eligible for grant funds. Gross sales receipts for questions pertaining to revenue suffices.

10. Will there be a defined application period?

Yes, the grant application period for this program will be open May 20, 2020, through 5:00PM on May 23, 2020.

11. Where would an interested small business owner go to apply?

The application will be available in web form on the MTEDC's page of the Meridian Township website (meridian.mi.us). If a business owner is unable to complete the web-based application form for any reason, they are encouraged to contact Meridian Township's Economic Development Director for assistance ((517) 853-4568, lane@meridian.mi.us).

12. How extensive will the application be?

The purpose of this grant program is to quickly provide financial relief to businesses affected by the COVID-19 pandemic or related Executive Orders here in Meridian Township. We expect the application will take a typical respondent around 15-20 minutes to complete, with the large majority of requested information expected to be readily known or accessible to most business owners.

13. Who can I talk to about Questions, Clarifications and Scoring Criteria on the application?

Applicants are encouraged to review the MTEDC's [Business Eligibility memo](#), [Scoring Criteria and Review Process memo](#), and this [FAQ document](#). Applicants can also consult with Township Staff by calling (517) 853-4568 during normal business hours or by sending an email to lane@meridian.mi.us.

14. When will applications be due?

Applications will be due by 5:00PM on May 23, 2020.

15. How will any conflict of interest be addressed in the consideration of grant applicants?

The review and deliberation committee will acknowledge all actual or perceived conflicts of interest and will not be scoring any business for which a conflict could exist.

16. Board members of the MTEDC may own eligible businesses. How are you removing favoritism and selection bias from the grant applicant selection process?

MTEDC members are ineligible to apply for or receive grants under this program.

17. When will successful applicant businesses be notified and what is expected from them in order to receive grant funds?

We intend to inform successful applicant businesses on May 29, 2020. The MTEDC will require an executed W9 form, along with a simple grant contract agreement that speaks to fund use and reporting requirements.

18. When will grant funds be received by successful applicant businesses?

It is our goal to have all funds delivered to grant recipients by close of Township business on June 2, 2020.