



Charter Township of Meridian
Downtown Development Authority (DDA)
Central Fire Station, 5000 Okemos Road, Okemos, MI 48864
Monday, July 10, 2023 – Minutes

Members

Present: Don Romain, Supervisor Jackson, Peter Campbell, Bill Cawood and Angela Wright

Members

Absent: Tom Stanko, Renee Korrey and Jim Spanos

Staff

Present: Neighborhoods & Economic Development Director Amber Clark, Township Manager Walsh, Administrative Intern Will Christy and Executive Assistant Michelle Prinz

Others

Present: Planning Commissioner Mark Blumer

1. CALL MEETING TO ORDER

Member Campbell called the meeting to order and read the mission statement at 7:44am.

2. APPROVAL OF THE AGENDA

Member Cawood stated that the top of the agenda says 2022 and asked that it be changed to say July 10, 2023. Also, the agenda listed the minutes from 2022 and asked that it be changed to say June 2, 2023.

MOTION BY MEMBER ROMAIN TO APPROVE THE AMENDED AGENDA. SUPPORTED BY SUPERVISOR JACKSON. MOTION APPROVED 5-0.

3. APPROVAL MEETING MINUTES OF JUNE 2, 2023

MOTION BY SUPERVISOR JACKSON TO APPROVE THE MINUTES. SUPPORTED BY MEMBER ROMAIN. MOTION APPROVED 5-0.

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financial Report

Director Clark reported the bank statements were not available yet and would give a report in August.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill July 2023

MOTION BY MEMBER CAWOOD TO APPROVE THE PAYMENT OF THE JULY 2023 CONSUMERS ENERGY BILL OF \$28.81. SUPPORTED BY MEMBER WRIGHT. MOTION APPROVED 5-0.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Establishment of Façade Improvement Program

Director Clark reviewed the first draft of the program guidelines. It would consist of a 50% match grant for a business (not residential) in the DDA district or a 30% match if the project includes public space improvements. The program would not exceed \$20,000 per building every 10 years. Grant applicants must focus on the exterior of the building with an 18 month project completion time frame. The DDA discussed that singular painting would be ineligible and the general purpose of the grant would not be expected to be regular maintenance, but improvements to the property. The DDA will have final approval on the grants. At the next meeting, guideline updates will be shared along with an application.

B. Potential DDA Savings and Additional Earnings

Member Wright discussed different options through Independent Bank to allow the DDA fund balance to earn interest. Savings/checking and CD options were discussed. There was consensus around earning interest on the money. She will bring back her recommendations at the next meeting.

C. 2024 DDA Budget

Director Clark reviewed the 2024 DDA budget draft. Discussion was to eliminate expenses pertaining to communications, special events and water. Adding an expense of \$7,500 in case of another street light removal. The budget draft will be re-written for the next meeting to add in projected TIF allocations, change appropriations to expenses and possibly add interest revenue.

D. Commissioner Training Packet Materials

Director Clark discussed that all members of planning boards need to review the attached documents as part of the best practice which represents our certification through Redevelopment Ready Communities. Following the review, please send your comments to Director Clark.

9. REPORTS

A. Township Board

Supervisor Jackson reported on the following:

- Final adoption of the three marihuana ordinances
- Redevelopment Ready Communities Recertification housing updates
- Preparing for the 2024 Budget

B. Township Manager

Manager Walsh reported on the following:

- Hiring a new Finance Director and an Election Administrator

- Town Hall building renovation is going well and is ahead of schedule-September 1 move in expected
- Local Road Program is going well
- Received \$5 million grant for a Senior Center from the State of Michigan
- Township Board is writing a letter of support to the MSU hiring committee for the hiring of MSU Interim President Teresa K. Woodruff, Ph.D.

C. Planning Commission

Commissioner Blumer reported the Planning Commission meeting for tonight is canceled. They are working on the Master Plan. Discussion was had regarding holding a joint meeting between the Planning Commission and the Township Board in August to discuss the Master Plan.

D. Chair Report

None.

E. Staff Report

Director Clark reported on the following:

- Held ribbon cutting for Woodward Way
- Updating development projects monthly form
- Submitted RAP grant for the Village of Okemos-announcements will come at the end of August
- New business-Yello Waffle opening on Marsh Road

10. OPEN DISCUSSION/BOARD COMMENTS

None.

11. PUBLIC REMARKS

None.

12. NEXT MEETING DATE

- a. August 7, 2023, 7:30am-Central Fire Station, Community Room, 5000 Okemos Road

13. ADJOURNMENT

The meeting was adjourned at 9:15 am without objection.