



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
Special Meeting
November 7, 2022 7:30AM
Nelson Room Public Safety Building
5151 Marsh Road, Okemos

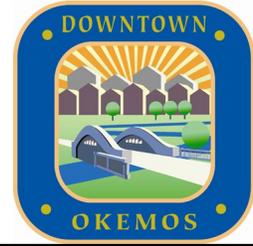


1. CALL MEETING TO ORDER
2. ROLL CALL
3. MISSION: The Meridian Township DDA mission is to beautify and revitalize downtown Okemos as a very desirable place to shop, live, and do business. It is a commitment to promoting and improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – JULY 11, 2022
6. PUBLIC REMARKS
7. COMMUNICATIONS
 - A. Resignation Letter J. Raynak
8. FINANCIAL REPORT
 - A. Monthly Financial (June- September)
 - B. Development Project List
9. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill August 2022
 - B. Consumers Energy Bill September 2022
 - C. Consumers Energy Bill October 2022
 - D. Consumers Energy Bill November 2022
10. OLD BUSINESS
 - A. Village of Okemos- Development/Rap Grant Update
 - B. DDA Member Attendance
11. NEW BUSINESS
 - A. RRC Site Selection – 4708 Okemos Road
 - B. 2023 DDA Meeting Start Times
 - C. 2023 DDA Calendar Meeting dates
12. REPORTS
 - A. Township Board
 - B. Township Manager

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



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
Special Meeting
November 7, 2022 7:30AM
Nelson Room Public Safety Building
5151 Marsh Road, Okemos



- C. Planning Commission
 - D. Chair
 - E. Staff
13. OPEN DISCUSSION/BOARD COMMENTS
14. PUBLIC REMARKS
15. NEXT MEETING DATE
- A. December 5, 2022, 7:30am – Town Hall Room, 5151 Marsh Road, Okemos
16. 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

Providing a safe and welcoming, sustainable, prime community.





Charter Township of Meridian
Downtown Development Authority (DDA)
Municipal Building, 5151 Marsh Rd., Okemos, MI 48864
Monday, July 11, 2022 – Minutes

Members

Present: Don Romain, Bill Cawood, Tom Stanko, Supervisor Jackson, Renee Korrey, Peter Campbell, and Susan Fulk

Members

Absent: Jim Raynak, and Jim Spanos

Staff

Present: Neighborhoods & Economic Development Director Amber Clark, Township Manger Frank Walsh and Executive Assistant Michelle Prinz

Others

Present: Planning Commissioner Mark Blumer

1. CALL MEETING TO ORDER

Chair Stanko called the meeting to order at 7:30am and read the mission statement.

2. APPROVAL OF THE AGENDA

MOTION BY MEMBER ROMAIN TO APPROVE THE AGENDA. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 7-0.

3. APPROVAL MEETING MINUTES OF JUNE 6, 2022

MOTION BY MEMBER FULK TO APPROVE THE MINUTES. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 7-0.

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financials

Director Clark reviewed the financials. The fund balance is \$94,723.13. The financials were placed on file.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill May 2022

MOTION BY MEMBER FULK TO APPROVE THE PAYMENT OF THE MAY 2022 CONSUMERS ENERGY BILL IN THE AMOUNT OF \$79.52. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 7-0.

7. OLD BUSINESS

Chair Stanko discussed reaching out to members who have not been attending meetings. Member Korrey will assist. Director Clark mentioned that the announcement on the \$5 million DDA grant for the Village of Okemos is running about three weeks behind schedule. The Village Project developers continue to work on securing dollars for infrastructure. The parking deck has been added to the design.

8. NEW BUSINESS

A. 2021 DDA Annual Report

Director Clark reviewed the Annual Report. In 2021, the DDA captured \$39,252.09. Also in 2021, the Township forgave the DDA loan.

MOTION BY MEMBER KORREY TO APPROVE THE 2021 DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL REPORT AND DISSEMINATION TO THE PUBLIC, STATE TREASURY, AND REQUIRED TAXING JURISDICTIONS, AS REQUIRED BY THE RECODIFIED TAX INCREMENT FINANCING ACT. SUPPORTED BY MEMBER ROMAIN. MOTION APPROVED 7-0.

B. New Match on Main Application

Director Clark reviewed a new application from Douglas J. The application is to assist with the replacement cost of the HVAC. The total cost of the project is \$76,125 and the grant amount is \$25,000. The client and staff experience is critical in the personal services industry. The air quality within the building is critical to that experience. Douglas J has had a commitment to our community for over 50 years. There was support for the application that the Township would submit on behalf of the DDA to the MEDC.

MOTION BY MEMBER CAWOOD TO SUPPORT THE DOUGLAS J MATCH ON MAIN APPLICATION AND THE DOWNTOWN DEVELOPMENT AUTHORITY WILL SUPPORT THE \$2,500 MATCH REQUIRED FOR THE GRANT. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 6-0-1. MEMBER ROMAIN OBTAINED FROM THE VOTE.

9. REPORTS

A. Township Board

Supervisor Jackson reported on the following:

- Worked with the County on a redevelopment district for Haslett Village Square
- Tomorrow the public hearing will be held for the Haslett project
- Discussion of fireworks ordinance

B. Township Manager

- The Semi-Annual Report will be presented to the Board tomorrow
- MERS Pension Fund is 72% funded
- Chrissy Scaccia was recognized as Police Officer of the Year

- Opening for Communications Manager and GIS Specialist
- Winslow Trailer Park has 31 citations
- Low on Police Officer staffing. Sponsoring two candidates to the fall academy.
- Local road projects are underway
- New Finance Director starts today
- Recreational marijuana will be on the August ballot

C. Planning Commission

Commissioner Blumer reported the Planning Commission has been review sign and zoning ordinances. They are recommending to exempt the Township from the sign ordinance and eliminate RRA zoning.

D. Chair Report

None.

E. Staff Report

Director Clark shared she is working on an economic development strategy, possible DDA architectural standards, and Match on Main application. Planning the Okemos Art Festival at the Marketplace on the Green and Evergreen Vet Clinic ribbon cutting for July 27th.

10. OPEN DISCUSSION/BOARD COMMENTS

Member Fulk reported that the Okemos Independent Bank Manager is retiring.

11. PUBLIC REMARKS

Discussion was had regarding Downtown Okemos and the 30mph speed limit. The public is concerned the speed will increase in that area once the new bridge construction is complete.

12. NEXT MEETING DATE

- a. August 1, 2022, 7:30am

13. ADJOURNMENT

The meeting was adjourned at 8:44am without objection.

October 3, 2022

Downtown Development Authority

Attn: Amber Clark

Charter Township of Meridian

Okemos, Michigan 48864

Dear Amber:

Please accept this correspondence as my resignation letter from the Downtown Development Authority (DDA) for the Village of Okemos effective immediately.

I have enjoyed my time on this board in working with many wonderful people. I am in hopes that the DDA will continue to strive for what is best for the Village of Okemos.

Thank you for allowing me to serve with this board.

Best Wishes,

James Raynak

James Raynak

517-896-5455

jimr4540@yahoo.com

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number | Description | Balance |
|------------------------------------|--------------|------------------|
| *** Assets *** | | |
| 248-000.000-001.000 | CASH | 94,399.32 |
| Total Assets | | 94,399.32 |
| *** Liabilities *** | | |
| Total Liabilities | | 0.00 |
| *** Fund Balance *** | | |
| 248-000.000-390.000 | FUND BALANCE | 66,865.04 |
| Total Fund Balance | | 66,865.04 |
| Beginning Fund Balance | | 66,865.04 |
| Net of Revenues VS Expenditures | | 27,534.28 |
| Ending Fund Balance | | 94,399.32 |
| Total Liabilities And Fund Balance | | 94,399.32 |

08/22/2022 08:22 AM
User: FAULKNER
DB: Meridian

BANK RECONCILIATION FOR MERIDIAN TWP
Bank DDA (DDA CHECKING ACCOUNT)
FROM 07/01/2022 TO 07/31/2022
Reconciliation Record ID: 511

| | |
|-------------------------------|------------|
| Beginning GL Balance: | 94,399.32 |
| Less: Cash Disbursements | (5,000.00) |
| Add: Journal Entries/Other | 165.49 |
| | <hr/> |
| Ending GL Balance: | 89,564.81 |
| Ending Bank Balance: | 89,564.81 |
| Add: Deposits in Transit | 0.00 |
| Less: Outstanding Checks | |
| | |
| Total - 0 Outstanding Checks: | |
| Adjusted Bank Balance | 89,564.81 |
| Unreconciled Difference: | 0.00 |

REVIEWED BY: _____

DATE: _____

Meridian Twp DDA
Preliminary Financial Statements
Period Ending 7/31/2022 - UNAUDITED

BALANCE SHEET

Year to Date

| ASSETS | | |
|-----------------------------|---|--------------------|
| Cash | | \$94,399.32 |
| Due from General Fund | | \$0.00 |
| Taxes Receivable | | \$0.00 |
| Accounts Receivable | | \$0.00 |
| Prepaid Expense | | \$0.00 |
| | TOTAL ASSETS | \$94,399.32 |
| | | |
| LIABILITIES | | |
| Accrued Interest Payable | | \$0.00 |
| Due to General Fund | | \$0.00 |
| Unearned Revenue | | \$0.00 |
| Deferred Inflows of Revenue | | \$0.00 |
| LT Note Payable | | \$0.00 |
| | TOTAL LIABILITIES | \$0.00 |
| | | |
| FUND BALANCE | | |
| Fund Balance 12/31/22 | | \$66,865.04 |
| 2022 YTD Net Income | | \$22,699.77 |
| | TOTAL FUND BALANCE | \$89,564.81 |
| | TOTAL LIABILITIES & FUND BALANCE | \$89,564.81 |

INCOME STATEMENT

| REVENUES | <u>June</u> | <u>July</u> | <u>Year to Date</u> |
|--|---------------------------|---------------------|---------------------|
| Tax Capture | \$0.00 | \$194.73 | \$28,387.16 |
| PPT Reimbursement | \$0.00 | \$0.00 | \$0.00 |
| Grants | \$0.00 | \$0.00 | \$0.00 |
| DDA Downtown Events/Donations | \$0.00 | \$0.00 | \$0.00 |
| Other | \$0.00 | \$0.00 | \$0.00 |
| Investment Gain/Losses | \$0.00 | \$0.00 | \$0.00 |
| | TOTAL REVENUE | \$194.73 | \$28,387.16 |
| | | | |
| EXPENDITURES | | | |
| Operating Costs | \$79.52 | \$29.24 | \$687.39 |
| Professional Consultant/Contractual Services | \$0.00 | \$0.00 | \$0.00 |
| Community Projects | \$0.00 | \$0.00 | \$0.00 |
| Communications | \$0.00 | \$0.00 | \$0.00 |
| Conferences | \$0.00 | \$0.00 | \$0.00 |
| Special Events - Celebrate Expenses | \$0.00 | \$0.00 | \$0.00 |
| Tax Appeal Refunds | \$0.00 | \$0.00 | \$0.00 |
| Construction/Improvements | \$0.00 | \$5,000.00 | \$5,000.00 |
| | TOTAL EXPENDITURES | \$5,029.24 | \$5,687.39 |
| | 2022 Net Income | (\$4,834.51) | \$22,699.77 |



230 W Main St
Ionia, MI 48846

#511

Statement Ending 07/31/2022

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXXX5474

Managing Your Accounts

Okemos



800.355.0641



IndependentBank.com

>002341 2915344 0001 93443 10Z

MERIDIAN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
5151 MARSH RD
OKEMOS MI 48864-1104



Looking for an easy way to start saving? With our **Change It Up** program, every time you use your Independent Bank Debit Mastercard for purchases, we will round up the amount to the nearest dollar, and deposit the difference into your savings account. Saving has never been this easy, and enrollment is free! Learn more and get started at IndependentBank.com.

Summary of Accounts

| Account Type | Account Number | Ending Balance |
|---------------------------|----------------|----------------|
| Business Freedom Checking | XXXXXXXX5474 | \$89,564.81 |

Business Freedom Checking-XXXXXXXX5474

Account Summary

| Date | Description | Amount |
|------------|-------------------------|-------------|
| 07/01/2022 | Beginning Balance | \$94,399.32 |
| | 1 Credit(s) This Period | \$194.73 |
| | 2 Debit(s) This Period | \$5,029.24 |
| 07/31/2022 | Ending Balance | \$89,564.81 |

Other Credits

| Date | Description | Amount |
|------------|-------------|----------|
| 07/28/2022 | Deposit | \$194.73 |

Other Debits

| Date | Description | Amount |
|------------|---|---------|
| 07/07/2022 | Point Of Sale Withdrawal CONSUMERS ENERGY CO800-477-5050 MIUS | \$29.24 |

Checks Cleared

| Check Nbr | Date | Amount |
|-----------|------------|---|
| 1138 | 07/19/2022 | \$5,000.00 ✓ HJR Electrical Contractors |

* Indicates skipped check number

Daily Balances

| Date | Amount | Date | Amount |
|------------|-------------|------------|-------------|
| 07/01/2022 | \$94,399.32 | 07/19/2022 | \$89,370.08 |
| 07/07/2022 | \$94,370.08 | 07/28/2022 | \$89,564.81 |



| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 07/31/2022 | YTD BALANCE 07/31/2022 | % BDGT USED |
|--|---------------------------|-------------------------------------|---------------------------|----------------|
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | |
| Revenues | | | | |
| Dept 000.000 | | | | |
| 248-000.000-402.000 | CURRENT PROPERTY TAXES | 194.73 | 28,387.16 | 436.73 |
| Total Dept 000.000 | | <u>194.73</u> | <u>28,387.16</u> | <u>436.73</u> |
| TOTAL REVENUES | | <u>194.73</u> | <u>28,387.16</u> | <u>436.73</u> |
| Expenditures | | | | |
| Dept 000.000 | | | | |
| 248-000.000-728.000 | OPERATING SUPPLIES | 29.24 | 687.39 | 22.91 |
| 248-000.000-974.000 | CONSTRUCTION/IMPROVEMENTS | 5,000.00 | 5,000.00 | 100.00 |
| Total Dept 000.000 | | <u>5,029.24</u> | <u>5,687.39</u> | <u>189.58</u> |
| TOTAL EXPENDITURES | | <u>5,029.24</u> | <u>5,687.39</u> | <u>189.58</u> |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | |
| TOTAL REVENUES | | 194.73 | 28,387.16 | 436.73 |
| TOTAL EXPENDITURES | | 5,029.24 | 5,687.39 | 189.58 |
| NET OF REVENUES & EXPENDITURES | | <u>(4,834.51)</u> | <u>22,699.77</u> | <u>648.56</u> |

Meridian Twp DDA
Preliminary Financial Statements
Period Ending 8/31/2022 - UNAUDITED

BALANCE SHEET

Year to Date

| ASSETS | | Year to Date |
|----------------------------------|--|--------------|
| Cash | | \$89,940.84 |
| Due from General Fund | | \$0.00 |
| Taxes Receivable | | \$0.00 |
| Accounts Receivable | | \$0.00 |
| Prepaid Expense | | \$0.00 |
| TOTAL ASSETS | | \$89,940.84 |
| | | |
| LIABILITIES | | |
| Accrued Interest Payable | | \$0.00 |
| Due to General Fund | | \$0.00 |
| Unearned Revenue | | \$0.00 |
| Deferred Inflows of Revenue | | \$0.00 |
| LT Note Payable | | \$0.00 |
| TOTAL LIABILITIES | | \$0.00 |
| | | |
| FUND BALANCE | | |
| Fund Balance 12/31/22 | | \$66,865.04 |
| 2022 YTD Net Income | | \$23,075.80 |
| TOTAL FUND BALANCE | | \$89,940.84 |
| TOTAL LIABILITIES & FUND BALANCE | | \$89,940.84 |

INCOME STATEMENT

| REVENUES | <u>July</u> | <u>Aug</u> | <u>Year to Date</u> |
|--|--------------|------------|---------------------|
| Tax Capture | \$194.73 | \$405.27 | \$28,792.43 |
| PPT Reimbursement | \$0.00 | \$0.00 | \$0.00 |
| Grants | \$0.00 | \$0.00 | \$0.00 |
| DDA Downtown Events/Donations | \$0.00 | \$0.00 | \$0.00 |
| Other | \$0.00 | \$0.00 | \$0.00 |
| Investment Gain/Losses | \$0.00 | \$0.00 | \$0.00 |
| TOTAL REVENUE | \$194.73 | \$405.27 | \$28,792.43 |
| | | | |
| EXPENDITURES | | | |
| Operating Costs | \$29.24 | \$29.24 | \$716.63 |
| Professional Consultant/Contractual Services | \$0.00 | \$0.00 | \$0.00 |
| Community Projects | \$0.00 | \$0.00 | \$0.00 |
| Communications | \$0.00 | \$0.00 | \$0.00 |
| Conferences | \$0.00 | \$0.00 | \$0.00 |
| Special Events - Celebrate Expenses | \$0.00 | \$0.00 | \$0.00 |
| Tax Appeal Refunds | \$0.00 | \$0.00 | \$0.00 |
| Construction/Improvements | \$5,000.00 | \$0.00 | \$5,000.00 |
| TOTAL EXPENDITURES | \$5,029.24 | \$29.24 | \$5,716.63 |
| 2022 Net Income | (\$4,834.51) | \$376.03 | \$23,075.80 |

Business Freedom Checking-XXXXXXX5474

Account Summary

| Date | Description | Amount |
|------------|-------------------------|-------------|
| 08/01/2022 | Beginning Balance | \$89,564.81 |
| | 1 Credit(s) This Period | \$405.27 |
| | 1 Debit(s) This Period | \$29.24 |
| 08/31/2022 | Ending Balance | \$89,940.84 |

Other Credits

| Date | Description | Amount |
|------------|-------------|------------|
| 08/19/2022 | Deposit | \$405.27 ✓ |

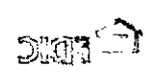
Other Debits

| Date | Description | Amount |
|------------|---|-----------|
| 08/06/2022 | Point Of Sale Withdrawal CONSUMERS ENERGY CO800-477-5050 MIUS | \$29.24 ✓ |

Daily Balances

| Date | Amount | Date | Amount | Date | Amount |
|------------|-------------|------------|-------------|------------|-------------|
| 08/01/2022 | \$89,564.81 | 08/06/2022 | \$89,535.57 | 08/19/2022 | \$89,940.84 |

CSTMTADV 1071 0001 124 07 20220901 PG 1 OF 1
00851204 64159320.3 0-0





230 W Main St
Ionia, MI 48846

Statement Ending 08/31/2022

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXXX5474

#518

>002070 4352370 0001 93443 10Z

00651204
P308

MERIDIAN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
5151 MARSH RD
OKEMOS MI 48864-1104

Managing Your Accounts

Okemos



800 355 0641



IndependentBank.com



Effective August 11, 2022, the interest rate structure on your account was changed to the following tiers:

- \$0-\$99,999;
- \$100,000-\$249,999;
- \$250,000-\$499,999;
- \$500,000-\$999,999;
- \$1,000,000-\$2,499,999;
- \$2,500,000 & greater.

Please contact your local branch for current rate information.

For clarification purposes, we are providing the following information regarding Independent Bank's Posting Order of Transactions. If you have questions regarding your account or any of the information below, please contact our Customer Experience Hub at 800.355.0641, Monday-Friday 8 am-8 pm and Saturday-Sunday 8 am-6 pm (ET).

Posting Order of Transactions. Posting order is the order in which deposits and withdrawals are applied to your account. Generally, we post items as they are received. Most items are posted immediately (real-time) as they are presented. This includes credit/debit transactions performed at an Independent Bank branch and electronic transactions such as: ATM transactions, debit card transactions, mobile /online banking transactions, pre-authorized transactions and wires. Items presented via ACH (direct deposits and debits) are posted as received during multiple daily presentments. Checks transacted at other financial institutions will be posted as received.

In some cases, authorization is provided at the time of conducting a transaction with your debit card, but the transaction does not post to your account until days after the initial authorization. As an example, a debit card transaction may appear as "pending" in online or mobile banking during the day and affect your available balance. When authorization is provided to a merchant we may reserve or place a hold on your available balance, typically for three business days, for the amount of the requested authorization. There may be delays of several days between the date of the authorization and the date the transaction is presented for payment. The transaction may post to your account after the authorization hold has expired, which could potentially result in an overdraft, even if you are opted out of ATM and one-time debits.

Funds authorizations and fee assessments (including Non-Sufficient Fund charges) are based on available balance at the time a transaction is authorized, which may not be the same day the transaction is posted to your account. Holds on funds may also impact funds availability and fee assessments.

| Summary of Accounts | | |
|---------------------------|----------------|----------------|
| Account Type | Account Number | Ending Balance |
| Business Freedom Checking | XXXXXXXX5474 | \$89,940.84 |



09/09/2022 10:13 AM
User: FAULKNER
DB: Meridian

BANK RECONCILIATION FOR MERIDIAN TWP
Bank DDA (DDA CHECKING ACCOUNT)
FROM 08/01/2022 TO 08/31/2022
Reconciliation Record ID: 518

A.9

| | |
|--------------------------|-----------|
| Beginning GL Balance: | 89,564.81 |
| Add: Cash Receipts | 405.27 |
| Less: Cash Disbursements | (29.24) |
| | <hr/> |

Ending GL Balance: 89,940.84

Ending Bank Balance: 89,940.84

Add: Deposits in Transit 0.00

Less: Outstanding Checks

Total - 0 Outstanding Checks:

Adjusted Bank Balance 89,940.84

Unreconciled Difference: 0.00

REVIEWED BY: _____

DATE: _____

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number | Description | Balance |
|---|--------------|------------------|
| *** Assets *** | | |
| 248-000.000-001.000 | CASH | 89,940.84 |
| Total Assets | | 89,940.84 |
| *** Liabilities *** | | |
| Total Liabilities | | 0.00 |
| *** Fund Balance *** | | |
| 248-000.000-390.000 | FUND BALANCE | 66,865.04 |
| Total Fund Balance | | 66,865.04 |
| Beginning Fund Balance | | 66,865.04 |
| Net of Revenues VS Expenditures | | 23,075.80 |
| Ending Fund Balance | | 89,940.84 |
| Total Liabilities And Fund Balance | | 89,940.84 |

REVENUE AND EXPENDITURE REPORT FOR MERIDIAN TWP
 PERIOD ENDING 08/31/2022
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 08/31/2022 | YTD BALANCE 08/31/2022 | % BDGT USED |
|--|---------------------------|-------------------------------------|---------------------------|----------------|
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | |
| Revenues | | | | |
| Dept 000.000 | | | | |
| 248-000.000-402.000 | CURRENT PROPERTY TAXES | 405.27 | 28,792.43 | 442.96 |
| Total Dept 000.000 | | 405.27 | 28,792.43 | 442.96 |
| TOTAL REVENUES | | 405.27 | 28,792.43 | 442.96 |
| Expenditures | | | | |
| Dept 000.000 | | | | |
| 248-000.000-728.000 | OPERATING SUPPLIES | 29.24 | 716.63 | 23.89 |
| 248-000.000-974.000 | CONSTRUCTION/IMPROVEMENTS | 0.00 | 5,000.00 | 100.00 |
| Total Dept 000.000 | | 29.24 | 5,716.63 | 190.55 |
| TOTAL EXPENDITURES | | 29.24 | 5,716.63 | 190.55 |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | |
| TOTAL REVENUES | | 405.27 | 28,792.43 | 442.96 |
| TOTAL EXPENDITURES | | 29.24 | 5,716.63 | 190.55 |
| NET OF REVENUES & EXPENDITURES | | 376.03 | 23,075.80 | 659.31 |

Meridian Twp DDA
Preliminary Financial Statements
Period Ending 9/30/2022 - UNAUDITED

BALANCE SHEET

Year to Date

| ASSETS | | | |
|----------------------------------|--|--|-------------|
| Cash | | | \$89,911.60 |
| Due from General Fund | | | \$0.00 |
| Taxes Receivable | | | \$0.00 |
| Accounts Receivable | | | \$0.00 |
| Prepaid Expense | | | \$0.00 |
| TOTAL ASSETS | | | \$89,911.60 |
| | | | |
| LIABILITIES | | | |
| Accrued Interest Payable | | | \$0.00 |
| Due to General Fund | | | \$0.00 |
| Unearned Revenue | | | \$0.00 |
| Deferred Inflows of Revenue | | | \$0.00 |
| LT Note Payable | | | \$0.00 |
| TOTAL LIABILITIES | | | \$0.00 |
| | | | |
| FUND BALANCE | | | |
| Fund Balance 12/31/22 | | | \$66,865.04 |
| 2022 YTD Net Income | | | \$23,046.56 |
| TOTAL FUND BALANCE | | | \$89,911.60 |
| TOTAL LIABILITIES & FUND BALANCE | | | \$89,911.60 |

INCOME STATEMENT

| REVENUES | <u>Aug</u> | <u>Sept</u> | <u>Year to Date</u> |
|--|--------------|-------------|---------------------|
| Tax Capture | \$405.27 | \$0.00 | \$28,792.43 |
| PPT Reimbursement | \$0.00 | \$0.00 | \$0.00 |
| Grants | \$0.00 | \$0.00 | \$0.00 |
| DDA Downtown Events/Donations | \$0.00 | \$0.00 | \$0.00 |
| Other | \$0.00 | \$0.00 | \$0.00 |
| Investment Gain/Losses | \$0.00 | \$0.00 | \$0.00 |
| TOTAL REVENUE | \$405.27 | \$0.00 | \$28,792.43 |
| | | | |
| EXPENDITURES | | | |
| Operating Costs | \$29.24 | \$29.24 | \$745.87 |
| Professional Consultant/Contractual Services | \$0.00 | \$0.00 | \$0.00 |
| Community Projects | \$0.00 | \$0.00 | \$0.00 |
| Communications | \$0.00 | \$0.00 | \$0.00 |
| Conferences | \$0.00 | \$0.00 | \$0.00 |
| Special Events - Celebrate Expenses | \$0.00 | \$0.00 | \$0.00 |
| Tax Appeal Refunds | \$0.00 | \$0.00 | \$0.00 |
| Construction/Improvements | \$5,000.00 | \$0.00 | \$5,000.00 |
| TOTAL EXPENDITURES | \$5,029.24 | \$29.24 | \$5,745.87 |
| 2022 Net Income | (\$4,623.97) | (\$29.24) | \$23,046.56 |

10/13/2022 03:34 PM
User: FAULKNER
DB: Meridian

BANK RECONCILIATION FOR MERIDIAN TWP
Bank DDA (DDA CHECKING ACCOUNT)
FROM 09/01/2022 TO 09/30/2022
Reconciliation Record ID: 528

| | |
|-------------------------------|-----------|
| Beginning GL Balance: | 89,940.84 |
| Less: Cash Disbursements | (29.24) |
| Ending GL Balance: | 89,911.60 |
| Ending Bank Balance: | 89,911.60 |
| Add: Deposits in Transit | 0.00 |
| Less: Outstanding Checks | |
| Total - 0 Outstanding Checks: | |
| Adjusted Bank Balance | 89,911.60 |
| Unreconciled Difference: | 0.00 |

REVIEWED BY: _____

DATE: _____



230 W Main St
Ionia, MI 48846

Statement Ending 09/30/2022

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXXX5474

>002109 4786084 0001 93443 10Z

01299287
P309
MERIDIAN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
5151 MARSH RD
OKEMOS MI 48864-1104

Managing Your Accounts



Okemos



800.355.0641



IndependentBank.com



For clarification purposes, we are providing the following information regarding Independent Bank's Posting Order of Transactions. If you have questions regarding your account or any of the information below, please contact our Customer Experience Hub at 800.355.0641, Monday-Friday 8 am-8 pm and Saturday-Sunday 8 am-6 pm (ET).

Posting Order of Transactions. Posting order is the order in which deposits and withdrawals are applied to your account. Generally, we post items as they are received. Most items are posted immediately (real-time) as they are presented. This includes credit/debit transactions performed at an Independent Bank branch and electronic transactions such as: ATM transactions, debit card transactions, mobile /online banking transactions, pre-authorized transactions and wires. Items presented via ACH (direct deposits and debits) are posted as received during multiple daily presentments. Checks transacted at other financial institutions will be posted as received.

In some cases, authorization is provided at the time of conducting a transaction with your debit card, but the transaction does not post to your account until days after the initial authorization. As an example, a debit card transaction may appear as "pending" in online or mobile banking during the day and affect your available balance. When authorization is provided to a merchant we may reserve or place a hold on your available balance, typically for three business days, for the amount of the requested authorization. There may be delays of several days between the date of the authorization and the date the transaction is presented for payment. The transaction may post to your account after the authorization hold has expired, which could potentially result in an overdraft, even if you are opted out of ATM and one-time debits.

Funds authorizations and fee assessments (including Non-Sufficient Fund charges) are based on available balance at the time a transaction is authorized, which may not be the same day the transaction is posted to your account. Holds on funds may also impact funds availability and fee assessments.

With our Endless Summer Loan, you could purchase a new vehicle, go on vacation, pay off other loans, and more, with just one budget-friendly monthly payment! The possibilities are endless! This special runs until October 15, 2022, and you can learn more and apply online by visiting IndependentBank.com, or stopping by your local branch.

Summary of Accounts

| Account Type | Account Number | Ending Balance |
|---------------------------|----------------|----------------|
| Business Freedom Checking | XXXXXXX5474 | \$89,911.60 |

Business Freedom Checking-XXXXXXX5474

Account Summary

| Date | Description | Amount |
|------------|-------------------------|-------------|
| 09/01/2022 | Beginning Balance | \$89,940.84 |
| | 0 Credit(s) This Period | \$0.00 |
| | 1 Debit(s) This Period | \$29.24 |
| 09/30/2022 | Ending Balance | \$89,911.60 |



Business Freedom Checking-XXXXXXX5474 (continued)

Other Debits

| Date | Description | Amount |
|------------|---|-----------|
| 09/07/2022 | Point Of Sale Withdrawal CONSUMERS ENERGY CO800-477-5050 MIUS | \$29.24 ✓ |

Daily Balances

| Date | Amount | Date | Amount |
|------------|-------------|------------|-------------|
| 09/01/2022 | \$89,940.84 | 09/07/2022 | \$89,911.60 |

CSTMADV 1071 0001 127.07 20221001 PG 1 OF 1
0-0
01299287 4449935.5

Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Fri 7/15/2022 1:59 PM

To: Amber Clark <clark@meridian.mi.us>



LOG IN BUTTON LOG IN

ACCOUNT ENDING:2681
2167 HAMILTON RD OKEMOS MI 48864-1643

Your Consumers Energy Bill Is Available

Amount Due
\$29.24

Due Date:August 5, 2022

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of\$29.24onJuly 6.

[View Bill Inserts & Other Important Information](#)

JulyEnergy Usage

June 14-July 13(30Days)

[Electric Usage Graph](#)

[Consumers Promotional Image](#)

[Terms & Conditions](#)

Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Sat 8/13/2022 1:50 PM

To: Amber Clark <clark@meridian.mi.us>



LOG IN BUTTON LOG IN

ACCOUNT ENDING:2681
2167 HAMILTON RD OKEMOS MI 48864-1643

Your Consumers Energy Bill Is Available

Amount Due
\$29.24

Due Date:September 6, 2022

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of\$29.24onAugust 5.

[View Bill Inserts & Other Important Information](#)

AugustEnergy Usage

July 14-August 11(29Days)

[Electric Usage Graph](#)

[Consumers Promotional Image](#)

[Terms & Conditions](#)

Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Wed 9/14/2022 2:06 PM

To: Amber Clark <clark@meridian.mi.us>

 LOG IN

ACCOUNT ENDING:2681
2167 HAMILTON RD OKEMOS MI 48864-1643

Your Consumers Energy Bill Is Available

Amount Due
\$29.27

Due Date:October 5, 2022

 Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of\$29.24onSeptember 6.

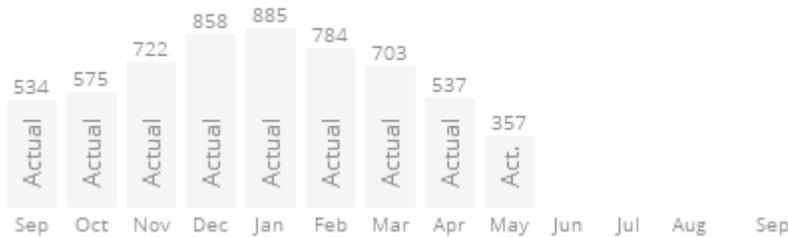
[View Bill Inserts & Other Important Information](#)

SeptemberEnergy Usage

Click below to access your energy dashboard

August 12-September 12(32Days)

Electric Use (kWh)



 Electric Use:
0 kWh

 Cost per day:
\$0.92

 Daily Electric Use:

Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Fri 10/14/2022 2:07 PM

To: Amber Clark <clark@meridian.mi.us>



LOG IN BUTTON LOG IN

ACCOUNT ENDING:2681
2167 HAMILTON RD OKEMOS MI 48864-1643

Your Consumers Energy Bill Is Available

Amount Due
\$29.27

Due Date:November 4, 2022

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of\$29.27onOctober 5.

[View Bill Inserts & Other Important Information](#)

OctoberEnergy
Usage

Click below to access your energy
dashboard

September 13-October
12(30Days)

[Electric Usage Graph](#)

[Consumers Promotional Image](#)

[Terms & Conditions](#)

New Businesses Opening/Relocating

- King Pho Restaurant -4749 Central Park Drive Okemos (previously Kingston's Kitchen)
- Rag Stock –Meridian Mall
- Changes Hair Design
- Refresh Ivy 2119 Haslett Road
- Sparrow Micro-Medical Facility – Jolly Road
- Rally House- 1802 Grand River Ave
- Valley Wings 2398 Jolly Road
- Hypershine Great Water Wash 2703 E Grand River

Under Construction

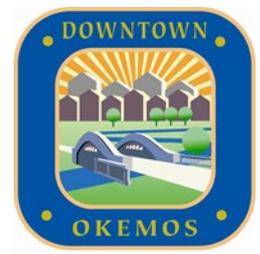
- American Homes Meridian 1673 Haslett Road (previously called Pine Village)
- Copper Creek Haslett Road
- Silverstone Estates Powell Road
- Silverleaf Estates Bennet Road
- Woodward Way Sirhal Drive units are addressed

Approved/Not Commenced

- Consumers Credit Union- waiting on approvals for the Drain office
- Trader Joe's waiting on steel supply, lost subcontractor and will bring project forward when those elements are renewed
- Newton Ponte Apartments Multifamily mixed use Haslett Road (SE corner Okemos/Haslett)
- Village of Okemos 4661 Okemos Road Commercial/Residential development
Approved EGLE Brownfield, Meridian Redevelopment Fund
- Giguere Homes Nest Loft Farms Six New Single Family Homes
- Haslett Village Concept 2.0 1655 & 1621 Haslett Road
Approved MUPUD 290 units, Brownfield and Commercial Rehabilitation Exemption
- Lake Court Single Family Homes
- Grand Reserve Public Hearing SUP at PC October 24

Other Township Happenings:

- Shop Local "Bonus Bucks" gift card program to launch Nov 26th
- MABA's Philanthropic grants are open now and will be awarded in Dec, applicants should apply online on the MABA website



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: October 3, 2022
RE: Village of Okemos, LLC development Update

Summary

MEDC recently announced that recipients of the Revitalization and Placemaking Grant (RAP) will *not* be told of the award until end of September. On Wednesday September 7th Advanced Redevelopment Solutions, the Project Management team for the Village of Okemos, LLC received notification that the RAP grant request for \$5 Million dollars was not approved. MEDC submitted this press release announcing the awarded communities of the close to [\\$84 Million dollars in grant requests across the State](#). On Wednesday September 27th, the Village of Okemos amendment to their approved MUPUD Public Hearing was held. Members of the public nearest the project received written notification of the hearing however due to staff illness notification did not make it to the website. Property owners and business owners were in attendance of that hearing to voice their thoughts regarding the developer's request to add in 6 residential units, 3 on the north block and 3 on the south block of Hamilton road. The total square footage if approved for commercial space will be 26,399 square feet. This is a reduction of about 6,874 square feet in commercial space since their approved MUPUD from June 2021. The developer has paid for the design of the public infrastructure (roads, utilities etc.,) and the Brownfield Redevelopment Authority approved their request to add in the cost of the parking decks to support adequate parking for the project.

The RAP grant, launched in May 2022 as gap financing in support of projects focused on COVID-19 resiliency. MEDC initially stated a 60-90 day window on the entire grant process with recipients announced by the end of August. The grant offers up to \$5 Million dollars in potential funding for mixed use projects that fall into an urban core community or are a catalyst project within a Downtown Development Authority. Township staff, along with the developer have gathered all concrete information related to the project, letters of support from community members, congressional members, businesses and organizations for the development of the project. Additional conversations in support of the Village of Okemos project were held on behalf of the Township by our local leaders. The funding available has become even more competitive.

MEDC is required any development that sought funding from the RAP (Revitalization and Placemaking grant) to go through the entire grant process before submitting a request for the Community Redevelopment and Placemaking grant and loan which is commonly referred to as CRP. After speaking with the developer after the RAP announcement the plan is to request the full gap of the project in the CRP grant request. The Township board at the May 17, 2022 meeting did unanimously approve the request for \$1.25M for infrastructure and road improvements in the downtown district. The funding will support the necessary street, sidewalk and utility improvements for the project. A development agreement will be created between the Township and developer for the use of those funds.

Next Steps

At the September Brownfield meeting the Village of Okemos plan was approved for recommendation to the Township Board. A 20 year plan for \$6.5 M in site contamination clean up



along with the approved dollars from EGLE in a grant and loan. The project includes 200 residential units, 13,000 square feet of commercial space on the first floors on Hamilton and Okemos road. Two parking decks in the rear of each building are included for adequate parking near the building. On street parking on Ardmore, Clinton, Hamilton and Methodist are also included. The improvements to the site will require the widening of Okemos road. ICRD will require the developer to pay for half of the cost for Okemos road improvements. The County does not have additional funding to support the full road infrastructure improvement.

The developer and Township officials have a request into MEDC leadership staff to meet with us and provide us with an overview of why the proposal was denied and if there were factors related to our grant application that we could improve for future requests.

Items Remaining From Developer:

- Need site plan complete from the developer for Community Planning to review
 - o Approved Brownfield Plan
 - o Cost estimate from Consumers Energy related to HVD Burial
 - o Ingham County Road Department Approval for roads (Township can work around this timeline)
 - o Drain Office Approvals for site retention/detention(Township can work around this timeline)

Attachments: Village of Okemos proposed Brownfield Plan

Village of Okemos Blocks 1 & 2 Redevelopment Project

MIXED-USE REDEVELOPMENT PROJECT
Village of Okemos, Meridian Township, Michigan



Developer:
Village of Okemos, LLC

With Assistance From:



Meridian Township Brownfield Redevelopment Authority – August 18, 2022
Brownfield Plan – Re-Introduction Meeting

Project Re-Introduction

VILLAGE OF OKEMOS BLOCKS 1 & 2, MERIDIAN TOWNSHIP, MICHIGAN



Project Re-Introduction

VILLAGE OF OKEMOS BLOCKS 1 & 2, MERIDIAN TOWNSHIP, MICHIGAN



Project Re-Introduction

VILLAGE OF OKEMOS BLOCKS 1 & 2, MERIDIAN TOWNSHIP, MICHIGAN

Block 1



ADVANCED REDEVELOPMENT SOLUTIONS

Project Re-Introduction

VILLAGE OF OKEMOS BLOCKS 1 & 2, MERIDIAN TOWNSHIP, MICHIGAN

Block 2



ADVANCED REDEVELOPMENT SOLUTIONS

Project Re-Introduction

VILLAGE OF OKEMOS BLOCKS 1 & 2, MERIDIAN TOWNSHIP, MICHIGAN



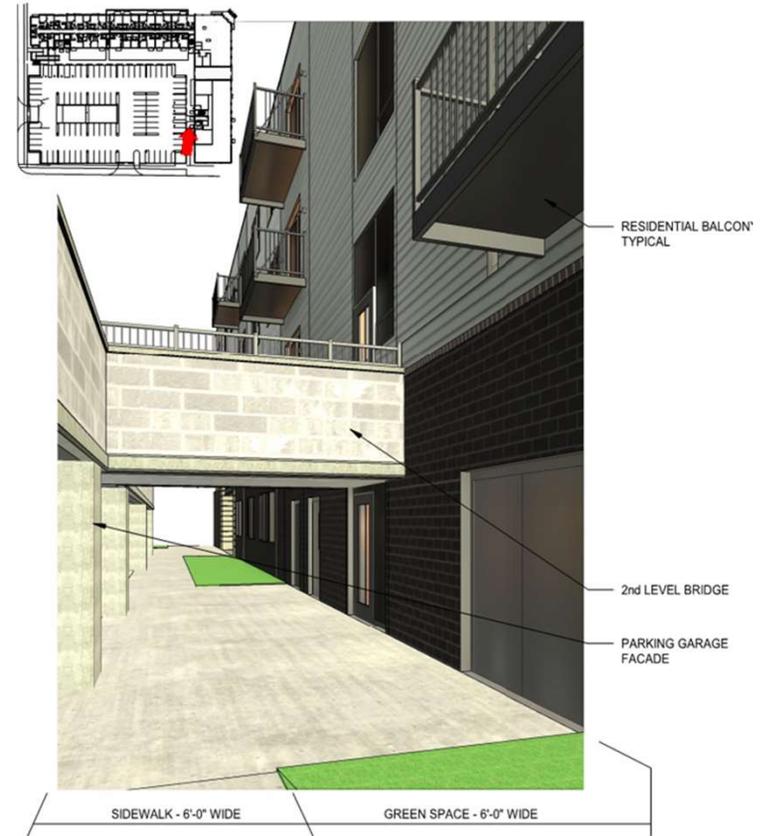
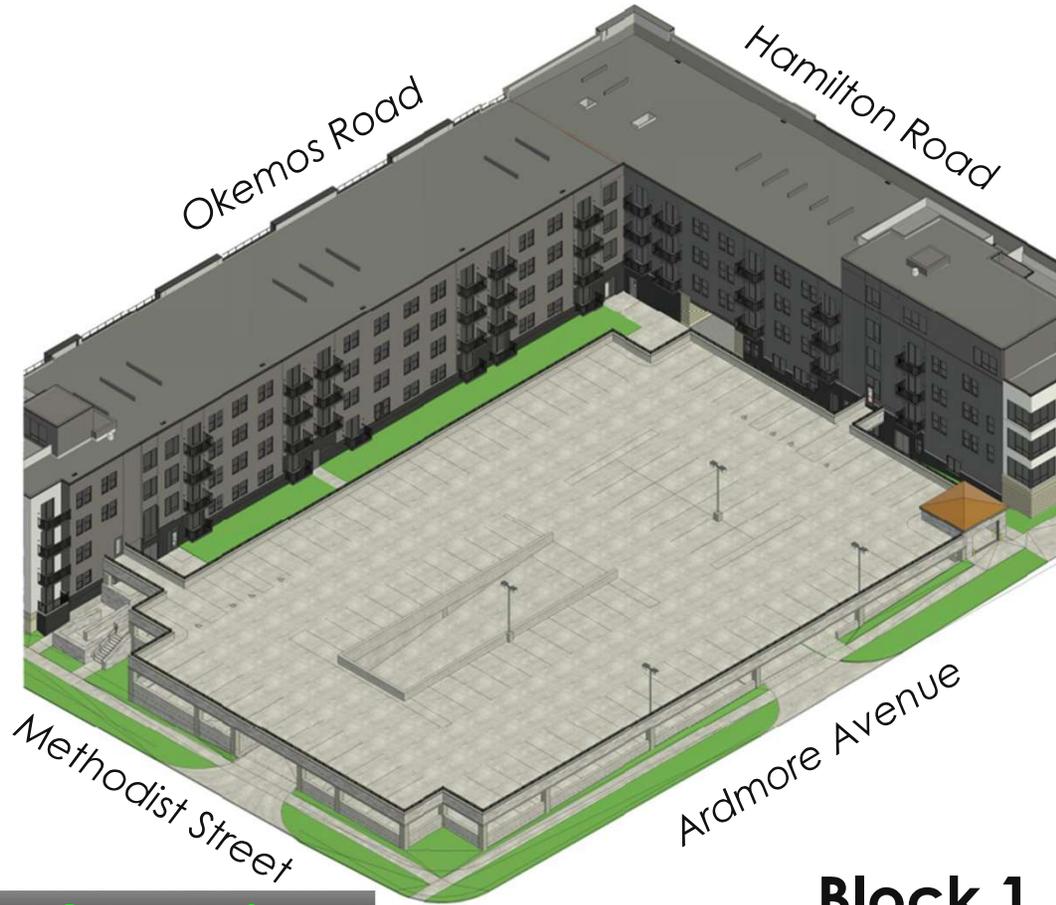
Looking from Block 2 corner of Okemos Road and Hamilton Road toward the Northwest across Hamilton Road at South Elevation of Block 1 buildings



ADVANCED REDEVELOPMENT SOLUTIONS

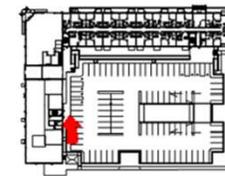
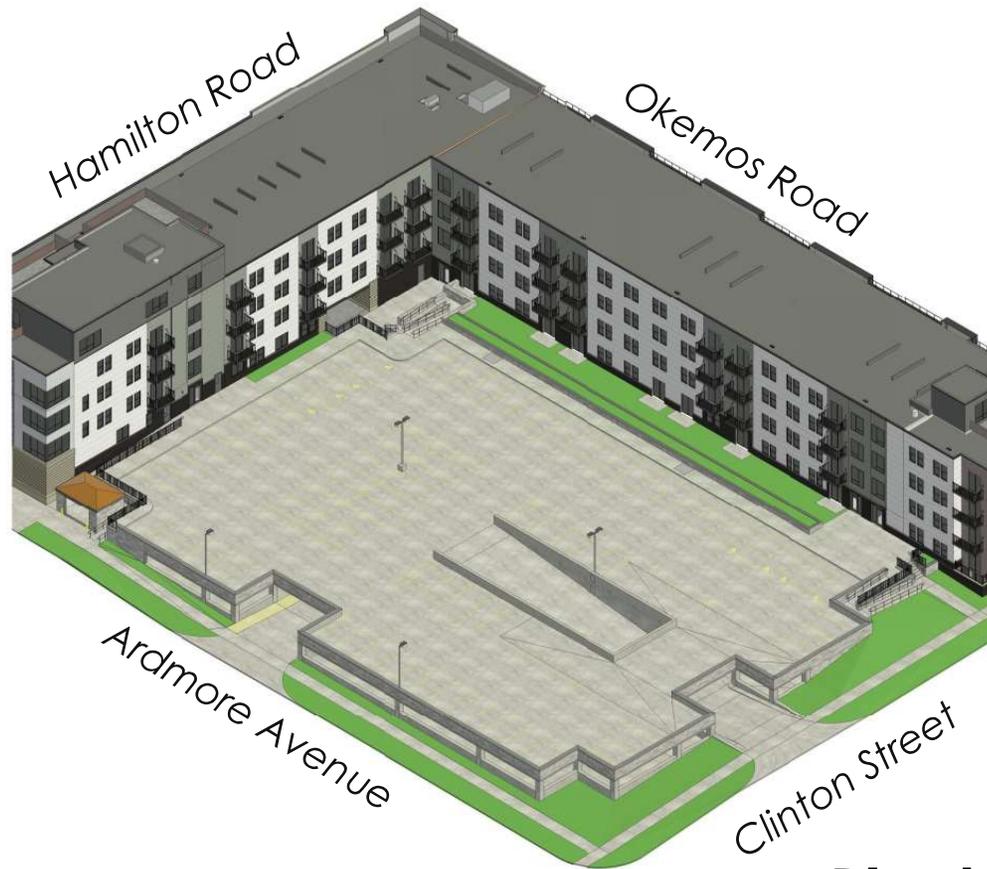
Project Re-Introduction

VILLAGE OF OKEMOS BLOCKS 1 & 2, MERIDIAN TOWNSHIP, MICHIGAN



Project Re-Introduction

VILLAGE OF OKEMOS BLOCKS 1 & 2, MERIDIAN TOWNSHIP, MICHIGAN



Block 2

Changes Summary – Since BRA Approval March 17, 2022

VILLAGE OF OKEMOS BLOCKS 1 & 2, MERIDIAN TOWNSHIP, MICHIGAN

| Changes to Project and Brownfield Plan | Brownfield Plan Approved by BRA 3/17/2022 | Revised Brownfield Plan 8/2/2022 | Change |
|--|---|---|---|
| Comparative Items | | | |
| Estimated Total Capital Investment | \$85 million | \$92 million | \$7 million Increase |
| Rentable Commercial Square Feet (SF) | 39,431 SF | 30,252 SF | 9,179 SF Decrease |
| Residential Apartment Units | 200 Units | 206 Units | 6 Unit Increase |
| Parking Structures | 0 | 2 Structures with 377 public and private spaces | 2 Structures with 377 public and private spaces |
| Vertical Construction Start Date | Fall 2022 | Spring 2023 | 4-6 months |
| Vertical Construction Completion | 2024 | 2024 | None |
| Future Taxable Value (at 100 % Completion) | \$14,092,100 | \$15,156,800 | \$1,064,700 Increase |
| Annual Taxes Paid to All Taxing Jurisdictions (at 100 % Completion) | \$981,563 | \$1,055,704 | \$74,141 Increase |
| Estimated Duration of Plan Capture | 15 years (2023-2037) | 19 years (2023-2041) | 4 year Increase |
| Estimated Duration of Plan | 16 years (2022-2037) | 20 years (2022-2041) | 4 year Increase |
| Developer Eligible Activity Costs | \$4,319,137 | \$6,962,627 | \$2,643,490 Increase |
| Brownfield Redevelopment Authority (BRA) Administration | \$86,479 | \$124,141 | \$37,662 Increase |
| BRA Local Brownfield Revolving Fund (LBRF) | \$239,059 | \$375,880 | \$136,821 Increase |
| State of Michigan Brownfield Redevelopment Fund (MBRF) | \$448,294 | \$736,987 | \$288,693 Increase |
| New Taxes Gained by Taxing Jurisdictions, Not Captured by Brownfield Plan (Table 3) | \$3,173,991 | \$3,668,885 | \$494,894 Increase |

Next Steps

VILLAGE OF OKEMOS BLOCKS 1 & 2, MERIDIAN TOWNSHIP, MICHIGAN

1. Consider & Adopt Brownfield Plan
2. Develop & Execute Reimbursement Agreement for use of Tax Increment Revenues
3. Complete & Submit for EGLE Review & Approval Act 381 Work Plan for Environmental Eligible Activities & Costs to use State Tax Increment Revenues
4. Complete Asbestos Abatement & Demolition and Start Environmental Activities in 2022



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: October 3, 2022
RE: DDA Member Attendance and Removal Process

Summary

Meridian Township Board established the Downtown development Authority with the goal of creating a thriving downtown area. The mission is to beautify and revitalize downtown Okemos as a very desirable place to shop, live and do business. It is a commitment to promoting an improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.

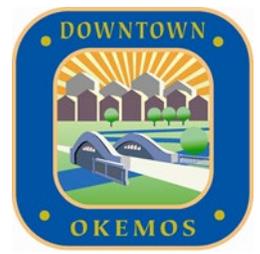
The DDA body holds positions for 9 members of the community with a closely related tie to the downtown district, mainly as property holders, business owners or residents of the district. The DDA body adopted an attendance policy to support the Township staff with the management of the district through efficient governance of the body. Per the adopted attendance policy a DDA director may be removed of their voluntary service by the Township Supervisor after a majority vote of the DDA body. The DDA Chair will authorize a letter to be submitted to the Township Board and Supervisor requesting the removal of the director.

Pursuant to the DDA attendance policy:

As determined this day, if any of the following conditions exist in regard to a board member's attendance, the body should consider the individual to have an attendance issue. To determine if the issue is enough to remove a board member, please see the below attendance requirement:

- 1. A member has three un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).*
- 2. The member has four notified absences in a row.*
- 3. The member misses one third of the total number of board meetings in a twelve-month period.*

Director Spanos has not attended a DDA meeting in 2022, and missed several in person meetings in 2021. Attached is a copy of the attendance record of Mr. Spanos in 2021 and 2022. A member of the DDA body attempted to reach out to Mr. Spanos for engagement and to determine if Director Spanos has a desire to continue to serve. Mr. Spanos would not reply comment or discuss the DDA.



Motion: Move to recommend to the Meridian Township Board and Township Supervisor the removal of a DDA Director due to lack of adherence to the attendance policy. Submit a letter of recommendation to the Township Board.

Attachments:

DDA Bylaws and Attendance Policy

Record of Attendance of DDA Members 2021 and 2022

**Bylaws
of the Downtown Development Authority
of the Charter Township of Meridian**

Article I – Name

The name of this authority is the Downtown Development Authority (DDA) of the Charter Township of Meridian.

Article II – Purpose

The purpose of the Downtown Development Authority is to act in accordance with the provisions of Act 197 of the Public Acts of 1975 as amended. The Authority shall have all the powers which now or hereafter may be conferred by law on authorities organized under this Act. The overall goal of the Authority is to undertake public improvements and other activities that have the greatest impact to halt the property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of such deterioration and to promote economic growth in and surrounding the Downtown Development Authority District.

Article III – Directors

Section 1. General Powers: The business and affairs of the Authority shall be managed by its Board except as otherwise provided by statute or by these bylaws.

Section 2. Replacement and Vacancies: Subsequent directors shall be appointed or reappointed in the same manner as original appointments at the expiration of each director's term of office. A director whose term of office has expired shall continue to hold office until a successor has been appointed.

Section 3. Removal: A director may be removed from office for cause by a majority vote of the legislative board of the Charter Township of Meridian with the consent of the Board of Directors. To execute the removal of a director from office, consult the Downtown Development Attendance Policy executed June 5, 2019.

Section 4. Conflict of Interest: A conflict of interest arises when a director has a business or financial interest in the outcome of a decision or action of the Authority; or if the director is engaged in, employed by, or provides services to an entity with a financial interest in the outcome; or if the director owns or has a financial interest in property immediately adjoining the subject property of a proposed project or development; or the director's spouse, child, parent or sibling has a business or financial interest in the outcome of a decision or action of the Authority, or is engaged in, employed by, or provides services to an entity with a financial interest in the outcome, or owns or has a financial interest in property immediately adjoining the subject property of a proposed project or development; or there is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining directors present at any meeting. A director who has a conflict of interest in any matter before the Authority shall disclose that interest prior to the Authority taking any action with respect to the matter. This disclosure shall become part of the record of the Board's official proceedings. Any director having a conflict of interest shall then refrain from participating in the Board's decision-making process relative to such matters. For the purposes of this section, property separated by roads, avenues, or streets are not considered immediately adjoining.

Article IV – Officers

Section 1. Officers: The officers of the Authority shall be elected by the Board of Directors and shall consist of a Chairperson, Vice Chairperson and Secretary/Treasurer. The Board of Directors may also appoint a recording Secretary who need not be a member of the Board.

Section 2. Election and Terms of Office: The officers of the Board of Directors shall be elected annually by the Board. If the election of officers shall not be held or made at such meeting, such election shall be held or made as soon thereafter as it is convenient. Each officer so elected or appointed shall hold office for the term of which he/she is elected or appointed and until a successor is elected or appointed and qualified, or until his/her resignation or removal.

Section 3. Vacancies: A vacancy in any of the above mentioned offices because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board of Directors for the unexpired portion of the term of such office.

Section 4. Chairperson and Vice Chairperson: The Chairperson shall preside at all meetings of the Board of Directors and shall discharge the duties of a presiding officer. In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers and be subject to all the restrictions of the Chairperson.

Section 5. Secretary/Treasurer: The Secretary/Treasurer shall attend all meetings of the Board of Directors and record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Secretary/Treasurer shall prepare, with the assistance of appropriate Township officials, annual financial report covering the fiscal year of the Authority. The Secretary/Treasurer shall also preside at all meetings of the Board of Directors where the Chairperson and Vice Chairperson are also unavailable.

Article V – Meetings

Section 1. Annual Meeting: An annual meeting shall be held the first meeting in January at a time and place to be set by the Board of Directors. Election of officers shall occur at the annual meeting. If the election of officers does not occur at the annual meeting, the

Board of Directors shall cause the election to be held at a regular or special meeting of the Board within 90 days of the Annual Meeting.

Section 2. Regular Meetings: Regular meetings of the Board of Directors shall be held at a time and place to be set by the Board.

Section 3. Special Meetings: Special meetings of the Board of Directors may be called by Chairperson, by the Vice Chairperson in the absence of the Chairperson, or by any three members by giving twenty-four hours notice of the meeting stating the purpose of the meeting and by posting the notice eighteen hours prior to the meeting.

Section 4. Notice: Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 266 of the Public Acts of 1976)

Section 5 Quorum: A majority of the members of the Board in office shall constitute a quorum for the transaction of business. A vote of a majority of the members shall constitute the action of the Board unless the vote of a larger number is required by statute, or elsewhere in these rules. In the event that effective membership is reduced because of a conflict of interest, a majority of the remaining members eligible to vote shall constitute the action of the Board.

Section 6 Open and Closed Meetings: All regular and special meetings of the Board shall be open to the public. Closed meetings of the Board may be called for purposes listed in the Open Meetings Act 267 of the Public Acts of 1976 as amended if approved by the Authority.

Section 7. Status Reports: Periodic reports to the Township Board on the status of the activities of the Authority shall be made as necessary.

Article VI – Amending Bylaws

Section 1. Amendments: These bylaws may be altered or amended or repealed by the affirmative vote of the Board of Directors then in office at any regular meeting or at a special meeting called for that purpose.

Article VII – Indemnification

Section 1. Indemnification: Whenever any claim is made or any civil action is commenced against any officer or employee of the DDA, or injuries to person or property caused by negligence of the officer or employee which in the course of his/her employment, and while acting within the scope of the authority, the Board of Directors may, but is not required, to pay for legal services and also, for any judgment or compromised settlement of the claim.

ADOPTED:

YEAS: Chair Susan Fulk, Vice-Chair Renee Korrey, Supervisor Ron Styka, Members Peter Campbell, Bill Cawood, Will Randle, Jim Raynak, Scott Weaver

NAYS: None

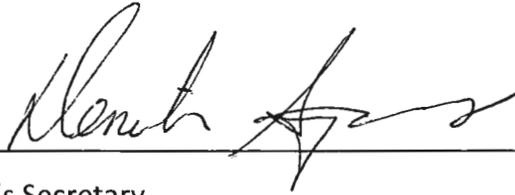
ABSENT: Demetrios James Spanos

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the duly authorized and acting Secretary of the Downtown Development Authority of the Charter Township of Meridian, hereby certify that the foregoing Bylaws were amended by the Board of Directors of the Downtown Development Authority of the Charter Township of Meridian on the 3rd day of June, 2019.



It's Secretary

Attendance Policy Purpose

This policy is intended to support full contribution of all board directors. The contributions of our volunteer advisory boards are the key to efficient governance, transparency and commitment to growing our prime community. The Charter Township of Meridian, Downtown Development Authority enact this policy today June 5, 2019(revised).

Board Attendance Issue Identification Process

In order to remove a board member from service first an attendance problem must be identified by at least two directors of the DDA board. As determined this day, if any of the following conditions exist in regard to a board member's attendance, the body should consider the individual to have an attendance issue. To determine if the issue is enough to remove a board member, please see the below attendance requirement:

1. A member has three un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
2. The member has four notified absences in a row.
3. The member misses one third of the total number of board meetings in a twelve-month period.

DDA Board Response to a Board-Attendance Issue

If a board-attendance problem is identified as indicated above, a member of the Executive Committee of the Board (Chair, Vice Chair or Secretary) or, their designee will promptly contact the member to discuss the problem. The member's response will promptly be shared by the Chair with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board director's future on the board. If the board decides to terminate the board member's directorship, termination will be conducted by the process specified in the Downtown Development Authority bylaws. The board will promptly initiate a process to begin recruiting a new board member.

DDA Board Member Removal Process

The Board Chair will call the member with the board-attendance problem and notify him or her of the board's decision to terminate the member's directorship per the terms of the Board Attendance Policy. The Chair will request a letter of resignation from the member to be received within the next two weeks. The board will also submit a letter to the Township Supervisor, stating that a member has been identified with an attendance issue and request to remove that member from the DDA board.



CHARTER TOWNSHIP OF MERIDIAN
DOWNTOWN DEVELOPMENT AUTHORITY CONTACT LIST
2021

| Name | Jan 4 | Feb 1 | Mar 1 | Apr 5 | May 3 | Jun 7 | Jul 12 | Aug 2 | Sept 20 | Oct 4 | Nov 1 | Dec 6 |
|-----------------|-------|-------|-------|-------|-------|-------|--------|-------|---------|-------|-------|-------|
| Renee Korrey | X | X | X | | X | X | X | X | X | X | | X |
| Susan Fulk | X | X | X | | X | X | X | X | / | X | | x |
| Peter Campbell | X | X | X | | X | X | X | X | X | X | | X |
| James Spanos | / | / | / | | / | / | X | X | / | / | | / |
| Ronald J. Styka | X | x | X | | x | / | / | x | / | / | | X |
| Bill Cawood | X | / | X | | x | X | X | x | X | X | | x |
| James Raynak | X | / | X | | X | / | / | X | X | X | | / |
| Scott Weaver | X | x | X | | X | / | X | X | / | / | | x |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

X= attended meeting
 /= Did NOT attend meeting
 = Meeting canceled

Special Meetings Called:

| Name | August 25 th | | | | | | | | | | | |
|-----------------|-------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Renee Korrey | x | | | | | | | | | | | |
| Susan Fulk | X | | | | | | | | | | | |
| Peter Campbell | X | | | | | | | | | | | |
| James Spanos | X | | | | | | | | | | | |
| Ronald J. Styka | X | | | | | | | | | | | |
| Bill Cawood | X | | | | | | | | | | | |
| James Raynak | X | | | | | | | | | | | |
| Scott Weaver | X | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |



CHARTER TOWNSHIP OF MERIDIAN
DOWNTOWN DEVELOPMENT AUTHORITY CONTACT LIST
2022

Member Contacts (4 Year Terms)

Attendance (8 members, 5 required for Quorum)

X= PRESENT
 N=ABSENT

| Name | Jan 3 Lack Quorum | Feb 7 | Mar 7 | Apr 4 | May 2 Canceled | Jun 6 | Jul 11 | Aug 1 Canceled | Sep 12 Lack Quorum | Oct 3 Lack Quorum | Nov 7 | Dec 5 |
|--------------------------|-------------------------|----------|-------|-------|-------------------|-------|--------|-------------------|--------------------------|-------------------------|-------|-------|
| Renee Korrey | N | X | X | X | NA | N | X | NA | NA | NA | | |
| Susan Fulk | X | N | X | X | NA | X | X | NA | NA | NA | | |
| Peter Campbell | X | N | N | X | NA | N | X | NA | NA | NA | | |
| James Spanos | N | N | N | N | NA | N | N | NA | NA | NA | | |
| Patricia Herring Jackson | N | <u>X</u> | X | X | <u>NA</u> | X | X | <u>NA</u> | NA | NA | | |
| Bill Cawood | N | <u>X</u> | X | X | <u>NA</u> | X | X | <u>NA</u> | NA | NA | | |
| James Raynak | N | N | N | N | NA | N | N | NA | NA | NA | | |
| Scott Weaver | N | X | N | N | NA | X | X | NA | NA | NA | | |
| Thomas Stanko | X | X | X | X | NA | X | X | NA | NA | NA | | |

Special Meetings Called:



CHARTER TOWNSHIP OF MERIDIAN
DOWNTOWN DEVELOPMENT AUTHORITY CONTACT LIST
2022

| Name | | | | | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Renee Korrey | | | | | | | | | | | | | |
| Susan Fulk | | | | | | | | | | | | | |
| Peter Campbell | | | | | | | | | | | | | |
| James Spanos | | | | | | | | | | | | | |
| Ronald J. Styka | | | | | | | | | | | | | |
| Bill Cawood | | | | | | | | | | | | | |
| James Raynak | | | | | | | | | | | | | |
| Scott Weaver | | | | | | | | | | | | | |
| Thomas Stanko | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |



CHARTER TOWNSHIP OF MERIDIAN
DOWNTOWN DEVELOPMENT AUTHORITY CONTACT LIST

2022

NQ Q

| Name | Jan 3 | Feb 7 | Mar 7 | Apr 4 | May 4 | Jun 6 | Jul 11 | Aug 1 | Sep 12 | Oct 3 | Nov 7 | Dec 5 |
|---------------------|-------|-------|--------------|-------|-------|-------|--------|-------|--------|-------|-------|-------|
| Renee Korrey | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | | |
| Susan Fulk | ✓ | - | ✓ | ✓ | | ✓ | ✓ | | | | | |
| Peter Campbell | ✓ | - | - | ✓ | | - | ✓ | | | | | |
| James Spanos | - | - | - | - | - | - | - | | | | | |
| Pat Herring Jackson | - | PJ → | ✓ | ✓ | | ✓ | ✓ | | | | | |
| Bill Cawood | - | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | | |
| James Raynak | - | - | ✓ | - | | - | - | | | | | |
| Scott Weaver | - | DR | ✓ | - | | DR | ✓ | | | | | |
| Thomas Stanko | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | | |

NQ = NO QUORUM Q = QUORUM

Staff:

| Name | Phone | Email |
|---------------------|--------------|----------------------|
| Amber Clark | 517.853.4568 | Clark@meridian.mi.us |
| Michelle Prinz | 517.853.4258 | Prinz@meridian.mi.us |
| Manager Frank Walsh | 517.853.4258 | Walsh@meridian.mi.us |



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: September 12, 2022
RE: Redevelopment Ready Sites – 4708 Okemos and Others

Summary

Meridian Township achieved Redevelopment Ready Community certification with MEDC in 2017 to begin the undertaking of revitalizing the three Potential Intensity Change Areas or PICAs in the Township. Currently Meridian Township has one site listed as the Redevelopment Ready priority site. 1673-1621 Haslett road was that site listed on MEDC's webpage since 2018. As the Haslett Village Square area is reimagined, there is a strong potential that the entire site will be under development with new owners in 2022-2023. Meridian maintains an active status of RRC currently and it is my recommendation that we begin listing more than one appropriate site for possible redevelopment with MEDC.

According to MEDC's website, utilizing this program within MEDC will help to proactively engage developers to bring them to our sites that will fit their development profile. The recommendation is to provide at least two location sites that with the property owner's approval, we can list the address on the webpage with MEDC to promote redevelopment. The Village of Okemos is one project, 4.5 acres of the over 20+ acres of land in the DDA. Initially the 4800 Okemos Road "House to Home" building was a prime consideration to include. The property is in a floodplain and there will be significant improvements required by the drain office. The first recommended site in the DDA to list is:

4708 Okemos Road- Greenery Florist Shop. This property has had several lives as various retail and office operations. 4,000 square foot building could be a small café, bookstore, retail, office, conference/community room. Property is listed for lease or sale, \$495,000. The property fell into foreclosure and the DDA was unable to move quickly enough to acquire the property from Ingham County at the cost of the taxes available. The property is a prime location with rear parking on a corner lot of Okemos and Methodist Street.

Discussions with the listing agent suggest the property is prime for a redevelopment project. If the DDA board is in support of the property listed, the EDD will begin the process to add this parcel as a potential site.

Recommendation: Move to authorize the Economic Development Director to engage with the property owner and MEDC to list the property as a possible redevelopment priority site.

Active Property Listings

[Email me New Matches](#)
[Post my Need/Want](#)[Select a listing to Create Reports or Compare Listings](#)

Catalist ID: #30760526

Free-standing Retail in Okemos

4708 Okemos Rd, Okemos, MI 48864

RETAIL-COMMERCIAL FOR SALE



| | |
|----------------------|----------|
| Catalist Listing ID: | 30760526 |
|----------------------|----------|

| | |
|--------------------|---|
| Property Subtypes: | Free-Standing Building, Restaurant, Street Retail |
|--------------------|---|

| | |
|----------------------|----------|
| Building Size (RSF): | 4,000 SF |
|----------------------|----------|

| | |
|------------------|------------|
| Gross Land Area: | 0.29 Acres |
|------------------|------------|

| | |
|-------------|-----------|
| Sale Price: | \$495,000 |
|-------------|-----------|

| | |
|-------------|--------------|
| Unit Price: | \$123.75 PSF |
|-------------|--------------|

| | |
|--------------------|-------------------|
| Property Use Type: | Vacant/Owner-User |
| Sale Terms: | Cash to Seller |
| Cap Rate: | Undisclosed |
| Last Updated: | 9/8/2022 |

Overview / Comments

Large free-standing building on Okemos Road with excellent frontage and visibility. Across from the new proposed "4 corners" Downtown Okemos Development. Building features 2,500 SF of retail space with 1,500 SF back office space. Plenty of parking spaces.

Additional Details

| | |
|----------------------------|---------------------------|
| Nearest MSA: | Lansing-East Lansing |
| County: | Ingham |
| Taxing Authority: | Meridian Charter Township |
| Tax ID/APN: | 33-02-02-21-406-001 |
| Zoning: | C-2 |
| Largest Nearby Street: | Okemos Road |
| Total Number of Buildings: | 1 |
| Number of Stories: | 1 |
| Year Built: | 1984 |
| Parking Type: | Surface |

Map



Demographic Statistics

| Proximity: | 1 mile | 3 miles | 5 miles |
|-------------------|--------|---------|---------|
| Total Population: | 5,532 | 58,449 | 124,798 |
| Median Age: | 37.67 | 33.93 | 32.73 |
| Households: | 2,482 | 21,867 | 48,079 |

Contact



Todd M. Kosta

Woodworth Commercial LLC

The information presented herein is provided as is, without warranty of any kind. Neither Commercial Property Information Exchange (CPIX) nor Catylist Real Estate Software, Inc. assume any liability for errors or omissions.



To: Downtown Development Authority

From: Amber Clark Director Neighborhoods & Economic Development

Date: November 7, 2022

Re: DDA Start times Discussion

History

Annually the boards and commissions in local government by resolution establish the regular meeting schedule for the body. The notices of public hearing are a requirement of the Open Meetings Act. The dates approved by the body will be our regular meeting dates, the board has the ability to call a special meeting with a motion and support by two members of the commission.

Members of the DDA have requested another discussion related to the start time of the DDA. Attached are other area business districts with meeting start times. Should the DDA be prepared, a motion is prepared below to alter the DDA meeting start time from 7:30am on Monday Mornings.

Motion: MOVE TO APPROVE THE 2023 MEETING START TIME TO BEGIN 12:00PM NOON FOR THE DOWNTOWN DEVELOPMENT AUTHORITY OF MERIDIAN TOWNSHIP AS PROPOSED.

Attachments

- A. Area Downtown Authority Schedules

| Downtown Development Authority Name | Website link | Meeting Day | Start Time | Location |
|-------------------------------------|---|--|--|-------------------------------|
| City of Howell | City of Howell DDA | 4 th Wednesday of the month | 6:30 PM | Council Chambers |
| City of Ann Arbor | City of Ann Arbor DDA | 1 st Wednesday of the month | 12:00 PM | DDA Office 150 S Fifth Ave |
| Village of Lathrup | Village of Lathrup DDA | 3 rd Friday of the Month | 12:00 PM | N/A |
| City of Troy | City of Troy DDA | 3 rd Wednesday of the Month | January, April and October 7:30 am | City Hall |
| Charter Township of Lansing | Charter Township of Lansing DDA | 1 st Thursday of the month | 9:00 am | Township Hall Offices |
| City of Lansing | Downtown Lansing | Separate committees meet Different days | Meeting times vary 3:00 pm Tuesdays 4:00pm Wednesdays 8:00am 1 st Wednesdays | 112 S Washington Square |
| | | | | |



To: Downtown Development Authority

From: Amber Clark Director Neighborhoods & Economic Development

Date: November 7, 2022

Re: DDA 2023 Calendar Meeting Dates & Resolution

History

Annually the boards and commissions in local government by resolution establish the regular meeting schedule for the body. The notices of public hearing are a requirement of the Open Meetings Act. The dates approved by the body will be our regular meeting dates, the board has the ability to call a special meeting with a motion and support by two members of the commission.

Motion: MOVE TO APPROVE THE 2023 MEETING SCHEDULE FOR THE DOWNTOWN DEVELOPMENT AUTHORITY OF MERIDIAN TOWNSHIP AS PROPOSED.

Attachments

- A. 2023 DDA Calendar Resolution

**Downtown Development Authority Meeting Dates
2023 Schedule**

RESOLUTION

At a regular meeting of the Downtown Development Authority of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the _____ day of November, 2022 at 7:30 AM., Local Time.

PRESENT:

ABSENT:

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

WHEREAS, Public Act 267 of the Public Acts of 1976 requires the publication of the meeting schedule of every municipal board at least once a year; and

WHEREAS, the Downtown Development Authority (DDA) desires to announce the time, date, and place of all regular meetings of the DDA, pursuant to the provisions of Act 267 of the Public Act of 1976.

NOW, THEREFORE, BE IT RESOLVED BY THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:

1. The Downtown Development Authority will meet for at least 12 regular meetings on certain Mondays, January through December in 2023 in the Town Hall Room of the Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864 517.853.4258.
2. The specific dates for meetings are as follows:

| | |
|-----------|----------------------|
| January | 9 - regular meeting |
| February | 6 - regular meeting |
| March | 6 - regular meeting |
| April | 3 - regular meeting |
| May | 1 - regular meeting |
| June | 5 - regular meeting |
| July | 10 - regular meeting |
| August | 7 - regular meeting |
| September | 11 - regular meeting |
| October | 2 - regular meeting |
| November | 6 - regular meeting |
| December | 4 - regular meeting |

Downtown Development Authority
2021 Schedule

3. Meetings will begin at approximately 7:30am
4. Special meetings of the Downtown Development Authority may be called pursuant to the applicable statute.
5. Regular meetings may be canceled, recessed, or postponed by members of the Downtown Development Authority pursuant to the applicable statute.
6. A summary of this resolution stating date, place, and time shall be posted in the Meridian Municipal Building within ten (10) days after the first regularly scheduled meeting of the year in accordance with MCL 15.265.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the Downtown Development Authority of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Downtown Development Authority held on the _____ day of November, 2022.

Thomas Stanko
Downtown Development Authority Chairperson