



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
November 4, 2025 8:30 AM
5151 Marsh Road, Okemos, MI
Meridian Township – Township Hall



-
1. CALL MEETING TO ORDER
 2. APPROVAL OF AGENDA
 3. APPROVAL OF MINUTES
 - A. August 4, 2025 MEETING MINUTES
 - B. West Hamilton and Okemos Subcommittee September 8, 2025 MEETING MINUTES
 4. PUBLIC REMARKS
 5. OLD BUSINESS
 - A. West Hamilton and Okemos Subcommittee Overview
 6. OPEN DISCUSSION/BOARD COMMENTS
 7. NEXT MEETING DATE
 - A. December 1, 2026 7:30 am – Town Hall Room, 5151 Marsh Road, Okemos
 8. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Timothy Dempsey 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)
Central Fire Station, 5151 Marsh Road, Okemos, MI 48864
Monday, August 4 2025 – Minutes

Members

Present: Angela Wright, Ron Sdao, Renee Korrey, Peter Campbell, Bill Cawood, Lexi Denovich, Tom Stanko, Srinivas Kandula

Members

Absent: Supervisor Scott Hendrickson

Staff

Present: Neighborhoods & Economic Development Director Amber Clark and Township Manager Tim Dempsey

Others

Present: None

1. CALL MEETING TO ORDER

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

2. APPROVAL OF THE AGENDA

**MOTION BY MEMBER KORREY TO APPROVE THE AGENDA. SUPPORTED BY MEMBER CAWOOD.
MOTION APPROVED 8-0.**

3. APPROVAL MEETING MINUTES OF JULY 7, 2025

**MOTION BY MEMBER KORREY TO APPROVE THE MINUTES. SUPPORTED BY MEMBER KANDULA.
MOTION APPROVED 8-0.**

4. COMMUNICATIONS

None.

5. PUBLIC REMARKS

Member Wright extended a formal welcome to new DDA member Lexi Denovich. Member Denovich will represent Douglas J Salon, a longtime member of the DDA.

6. FINANCIAL REPORT

A. Monthly June Financial Report

Director Clark reviewed the month end bank statements from Independent Bank for June. At the end, there is a balance of \$69,910.62 in the DDA General Fund and \$191,438.20 in the DDA month-to-month CD account.

MOTION MOVED BY MEMBER CAWOOD TO ACCEPT THE JUNE FINANCIAL REPORT AS WRITTEN. SUPPORTED BY MEMBER SDAO. MOTION APPROVED 8-0

7. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bills August 2025

MOTION BY MEMBER CAWOOD TO APPROVE THE AUGUST PAYMENT OF \$105.85 TO CONSUMERS ENERGY. SUPPORTED BY MEMBER SDAO. MOTION APPROVED 8-0.

8. OLD BUSINESS

None.

9. NEW BUSINESS

A. 2026 DDA Annual Budget

Director Clark provided an overview of the 2026 DDA fund balance. To begin setting the upcoming year's budget, the Director will use the current year tax capture as a projection for the future capture that will come to the district. The number could be more or less than what was captured in a given year, typically property values increase at a rate of 3% or so. Instead of guessing what the rate will be, staff uses the current year capture as the anticipated revenue. Director Clark presented a general budget for the DDA to approve, using the expenditures and captured revenue of the 2025 year.

Chair Wright wanted to ask the DDA if it is now time for the DDA to consider beautification projects, especially now that the DDA has a healthy fund balance.

Member Korrey stated that it may not be money well spent for small beautification projects like flowers and art. The DDA may need to keep that funding to support a larger cost that will move the village of Okemos's site forward. Member Korrey noted that some businesses did maintain the "beautification" investments that the DDA made like watering flowers and maintaining beds.

Member Kandula stated that the businesses should work toward getting additional beautification in the district. The sidewalks could be a beautification project that we could work in tandem with property owners and projects to make those improvements.

Member Sdao asked if the Township staff could do the parks maintenance/landscaping work if necessary.

Director Clark noted that in other communities like the City of Midland, their DDA does financially support the beautification projects for private commercial spaces. In tandem another organization funds large projects.

DDA members noted that a beautification project could be something in the future to help brighten up Downtown. Staff will look into additional beautification projects.

Member Denovich asked about the contamination of the site, is the DDA responsible or capable of removing all the contamination. Director Clark stated that to date, the majority of the contamination has been contained.

Member Cawood stated that the site is an eyesore and what can EGLE do to get the sheeting and shoring removed on the site? Director Clark responded that the steel sheeting must remain unless the hole is to be filled in. These are the requirements from the department of Environment Great Lakes and Energy to maintain the integrity of the road the keep the structure in tack. The Developer would have to allow the hole to be filled in and EGLE could do the work. At this time the developer has stated they have no intention to spend any more money on the site unless it is in the pursuit of an approved project. To fill in the hole would satisfy some but would not advance the project forward. EGLE has stated that due to the contamination there are several competing factors to ensuring the public's health and safety are maintained. Site contamination is leaking solvents toward the Red Cedar River and the mission of EGLE is to control and reduce how much is moving toward that water source. Additionally the developer/property owner still desires to develop the site and to fill in the hole would require them to remove the soil if construction ever were to start.

The sheeting and shoring will remain until the property owners/developer determine they are willing to finance filling the hole.

Director Clark will begin internal discussions on general district improvements for the DDA.

10. OPEN DISCUSSION/BOARD COMMENTS

None.

11. PUBLIC REMARKS

None.

12. NEXT MEETING DATE

A. No meeting day for the entire DDA Board. The West Hamilton/Okemos Subcommittee will meet on September 8, 2025 7:30am – Town Hall Room, 5151 Marsh Road, Okemos

13. ADJOURNMENT

The meeting was adjourned at 8:38am without objection.



Charter Township of Meridian
Downtown Development Authority (DDA) –West Hamilton and Okemos Subcommittee
Central Fire Station, 5151 Marsh Road, Okemos, MI 48864
Monday, September 8, 2025 – Minutes

Members

Present: Treasurer Phil Deschaine, Renee Korrey, and David Fosdick

Members

Absent: Ron Sdao

Staff

Present: Neighborhoods & Economic Development Director Amber Clark, Township Manager Tim Dempsey, and Executive Assistant Michelle Prinz

Others

Present: None

1. CALL MEETING TO ORDER

Director Clark called the meeting to order and read the mission statement at 7:36 am.

2. APPROVAL OF THE AGENDA

**MOTION BY MEMBER KORREY TO APPROVE THE AGENDA. SUPPORTED BY TREASURER DESCHAIINE.
MOTION APPROVED 3-0.**

3. COMMUNICATIONS

Director Clark reviewed a letter from Fire Marshal Tavis Millerov explaining the requirements needed for the fire trucks to safely be able to respond to emergencies given the Boulevard and HVD issues of the site.

4. PUBLIC REMARKS

None.

5. NEW BUSINESS

A. Consumers Energy and the HVD Powerlines Discussion

Director Clark reported that the Village of Okemos Site Prospectus is nearly complete. The largest unknown is the cost of the water/sewer work. Okemos Road will need to be widened for any development to accommodate a left turn lane. Currently, the Road Department is asking the developer to handle the estimated \$4 million cost of this roadwork. This is not feasible for any developer.

There was discussion about the potential of the Township putting up resources for design work on the project to assist the developer because the exact size of the property left, following the road improvements, is unknown.

B. What's Next?

Director Clark will schedule meetings with the Road Commission and Drain Commission to discuss road design, water storage and grant opportunities along with learning how they envision a development on the site. Also, a follow up meeting with Hubbell, Roth, & Clark, Inc. (HRC) is needed to discuss the design work they have done in the past, for this site with KEBS, and any possible transportation funding grants. Following those meetings, the known information on infrastructure costs would be presented to the Township Board at a late fall meeting.

It was mentioned that it is not necessary to discuss the HVD lines for now. Questions were raised about the potential for road funding in 2030 and possible dollars from the Parks funds for site amenities.

6. OPEN DISCUSSION/BOARD COMMENTS

Treasurer Deschaine is retiring on Tuesday, September 16th. Trustee Kathy Sundland will be taking Treasurer Deschaine's place as the Township Board representative to the West Hamilton and Okemos Subcommittee.

7. PUBLIC REMARKS

None.

8. NEXT MEETING DATE

a. October 6, 2025, 7:30am-Township Municipal Building, Town Hall Room, 5151 Marsh Road.

9. ADJOURNMENT

The meeting was adjourned at 8:29am without objection.



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: November 3, 2025
Re: West Hamilton and Okemos Subcommittee Meeting Overview

On September 9, 2025, the West Hamilton and Okemos Subcommittee held its first meeting to discuss the site commonly referred to as the “Village of Okemos.” The developer notified the Township in June 2024 that the project was on indefinite hold. The proposed 200-unit mixed-use development at the southwest corner of Hamilton Road and Okemos Road has been a topic of community interest for over a decade.

The 2009 Integrated DDA Plan envisioned the four corners of the Hamilton and Okemos intersection as the launch point for downtown redevelopment. The subcommittee reviewed the current site conditions, barriers to development, and potential actions the Township and DDA could take to address those barriers. A key issue identified was the lack of prepared public infrastructure, which contributed to the developer’s decision to pause the project. Improvements to Okemos Road and surrounding streets are essential to support future redevelopment, with an estimated cost of \$4,000,000.

Staff presented the project site history and the elements to why the developer put the project on hold. The proposed project was based in a financial market that no longer existed when the developer was ready to construct. Several elements of the public infrastructure were also not prepared in time enough to support redevelopment. Staff and the subcommittee discussed options related to public improvements.

Staff Recommendation:

To address the infrastructure funding gap, staff recommends that the DDA authorize commitment to the proposal from Hubbell, Roth & Clark, Inc. (HRC) to prepare a competitive FY 2026 Better Utilizing Investments to Leverage Development (BUILD) grant application for the “Reimagining Okemos Road” project. HRC is the engineering firm hired previously to design the improvements to Okemos Road in 2022. HRC is the most knowledgeable about the condition of the roads, current traffic assessments, easements, drains, and other elements associated with the road infrastructure. The Township pursued discussions with HRC based on their advanced knowledge and work on the subject. HRC’s proposal includes comprehensive grant preparation services such as project narrative development, benefit-cost analysis, mapping, budgeting, and coordination with the Ingham County Road Department (ICRD), which must co-submit the application due to jurisdictional authority. The cost of HRC’s services to complete the BUILD grant comes to no more than \$50,000.

A motion is prepared for your consideration:

MOVE TO AUTHORIZE AND SIGN THE FY2026 BUILD GRANT PROPOSAL WITH HUBBELL, ROTH AND CLARK (HRC), FOR SUPPORT SERVICES TO SUBMIT THE BUILD GRANT FOR \$49,750.



October 31, 2025

Meridian Township
5151 Marsh Rd
Okemos, MI 48864

Attn: Mr. Dan Opsommer, Deputy Township Manager, Director of Public Works & Engineering

Re: Proposal for Professional Services to Prepare a FY 2026 BUILD Grant Application HRC Job No. 20250814
Reimagining Okemos Road

Dear Mr. Opsommer:

Hubbell, Roth & Clark, Inc. (HRC) is pleased to submit this proposal to provide professional services to Meridian Township to prepare and produce a competitive FY 2026 - Better Utilizing Investments to Leverage Development (BUILD) grant application for the Reimagining Okemos Road project in Downtown Okemos (the Four Corners). HRC has authored and has been successful in securing awards for many similar grants throughout Michigan. We will apply that experience to assemble a technically rigorous, fully documented grant application that clearly demonstrates the project's benefits and alignment with Federal selection criteria.

Previous HRC work in this area for the Village of Okemos development provides an existing technical foundation, including traffic counts, traffic impact studies, and road designs that will be leveraged in preparing the application. The grant application will require a clear project narrative, technical appendices (traffic, engineering, environmental considerations), a benefit-cost analysis, cost estimates, letters of support, partnership documentation, and responses to program selection criteria. Based on previous founding rounds, it is anticipated that the grant application will be due in January 2026.

In addition, the grant application will need to be a joint application between Meridian Township and the Ingham County Road Department (ICRD). As the agency with jurisdiction over the subject roads, ICRD will need to be a partner in the application to be able to submit the grant under their authority. Any perceived conflicts, such as right-of-way requirements and utilities conflicts, will need to be planned for prior to submitting the grant application to ensure that the project is not penalized for any significant perceived risks. These could be alleviated via letters of commitment from any related parties.

HRC proposes to provide the following services to prepare a complete BUILD grant application package:

≡ **Project/Site Identification Assistance**

HRC will assist Meridian Township in confirming the project limits, defining the scope of improvements for the project, and identifying eligible components consistent with BUILD grant requirements. This will include coordination with Township staff and ICRD to ensure the proposed improvements align with local planning objectives and federal program eligibility.

≡ **Meetings**

Up to three (3) coordination meetings will be held with Township staff and ICRD to discuss project objectives, data needs, grant requirements, and progress updates. These meetings will ensure alignment on project details, schedule, and deliverables throughout the application process.

≡ **Standard Forms (SF-424, Project Information)**

HRC will prepare and assist the Township in completing all required federal application forms, including the SF-424, Project Information Form, and other administrative documentation required for submission.

≡ **Project Description**

A clear and concise project narrative will be developed to describe the existing corridor conditions, identified needs, proposed improvements, and anticipated benefits. The description will follow the format and evaluation criteria outlined in the current grant NOFO, addressing the project's purpose, scope, and outcomes.

≡ **Project Location File**

HRC will prepare mapping and geographic documentation identifying the project limits, jurisdictional boundaries, and relevant features. GIS-based maps and visual exhibits will be created to support the application and demonstrate the project's context within downtown Okemos and the surrounding region.

≡ **Project Budget**

A detailed project cost estimate and narrative will be developed in accordance with federal requirements and include both requested federal funds and identified non-federal match sources.

≡ **Funding Commitment Assistance**

HRC will assist the Township in documenting all committed and potential funding sources to meet local match requirements. This will include preparing letters or resolutions confirming funding commitments for inclusion in the application.

≡ **Merit Criteria**

The application will include a comprehensive discussion of how the project meets the BUILD program's merit criteria: Safety, Environmental Sustainability, Quality of Life, Mobility and Community Connectivity, Economic Competitiveness and Opportunity, State of Good Repair, Partnership and Collaboration, and Innovation. Each criterion will be addressed with supporting data and narrative consistent with USDOT guidance.

≡ **Project Readiness**

HRC will prepare the project readiness section to document the status of environmental review, design, right-of-way, and permitting activities. This section will demonstrate the Township's ability to advance the project to construction within the schedule required by USDOT, addressing potential risks and mitigation strategies.

≡ **Benefit-Cost Analysis Narrative**

A Benefit-Cost Analysis (BCA) narrative will be developed to summarize the methodology, data sources, and assumptions used to evaluate project benefits and costs. The narrative will align with USDOT's BCA Guidance for Discretionary Grant Programs and will clearly explain how the project provides a strong return on investment.

≡ **Benefit-Cost Analysis Calculations**

Detailed BCA calculations will be performed using recognized USDOT models and accepted analytical methods. The analysis will quantify benefits such as crash reductions, travel time savings, vehicle operating cost savings, emissions reductions, and other impacts. Results will be provided in tabular and spreadsheet formats for inclusion in the application.

≡ **Letters of Support Assistance**

HRC will assist the Township in preparing a template letter of support and identifying applicable stakeholders.

≡ **Compile and Assist to Submit Application**

All components of the application will be compiled into a complete and compliant package. HRC will assist the Township in the final review and submission of the application through Grants.gov in accordance with USDOT requirements and submission deadlines.

Based on our estimate of the staff hours required for this work as shown in the attachment table, the cost of these services will not exceed **\$49,750**. Changes to these services once work has begun will be an additional charge. Your approval, as indicated by your signature below, will constitute an agreement between us to proceed with this project. If you have any questions or require any additional information, please contact the undersigned.

We look forward to working with you on this project, and, if you have any questions or require any additional information, please contact Lia Michaels at (248) 454-6812.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



James F. Burton, P.E.
Vice President



Lia Michaels, P.E., PTOE
Associate

LM/gh

Pc: HRC; G. Heqimi, File

Accepted By:

Signature: _____

Written Name: _____

Title: _____

Dated: _____

		Staff Hours				TOTAL	
			PROJECT	GRAD	GRANT	TOTAL	ESTIMATED
		ASSOCIATE	ENGINEER	ENGINEER	ANALYST	HOURS	FEES
		LM	GH	AD	KM		
		\$156.00	\$132.00	\$104.00	\$114.00	HOURS	LABOR
1.	Project/Site Identification Assistance	4	4			8	\$ 1,150
2.	Meetings (3)	6			2	8	\$ 1,160
3.	Standard forms (SF-424, Project Information)	2	2		4	8	\$ 1,030
4.	Project Description	2	20		4	26	\$ 3,410
5.	Project Location File		4		4	8	\$ 980
6.	Project Budget	4	10		4	18	\$ 2,400
7.	Funding Commitment Assistance	4	4		4	12	\$ 1,610
8.	Merit Criteria	10	80		48	138	\$ 17,590
9.	Project Readiness	4	10			14	\$ 1,940
10.	Benefit-Cost Analysis Narrative		40	20		60	\$ 7,360
11.	Benefit-Cost Analysis Calculations		20	40		60	\$ 6,800
12.	Letters of Support Assistance	2	4		12	18	\$ 2,210
13.	Compile and Assist to Submit Application	2	2	6	8	18	\$ 2,110
Total		40	200	66	90	396	\$ 49,750