



DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA

Monday, March 6, 2017 - 7:30 a.m.
Meridian Municipal Building – Town Hall Room
5151 Marsh Road

1. Call Meeting to Order
2. Approval of the Agenda
3. Public Comment
4. Approval of the meeting minutes from January 9, 2017
5. Authorization of Payments
6. Financial Report
 - a. 2016 Financial Report
 - b. January/February 2017 Financial Report
7. On-Going Business/Reports
 - a. DDA Debt Payment
8. New Business
 - a. New DDA Member-Susan Fulk Introduction
 - b. Meridian Parks Presentation-LuAnn Maisner
 - c. Ribbon Cutting Announcement-
 - Big John Steak & Onion and Salon Red
- March 6th, 2 p.m.- 2398 Jolly Rd, Okemos
9. Staff Report
10. Chair's Report
11. Public Comment
12. Adjournment
-Next DDA meeting will be on Monday, May 1, 2017-

"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."

CHARTER TOWNSHIP OF MERIDIAN
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
5151 MARSH ROAD, OKEMOS, MI 48864
MONDAY, JANUARY 9, 2017, 7:30 AM - *DRAFT*

MEMBERS

PRESENT: Jim Raynak (Chairperson), Bill Cawood, Jim Spanos (Treasurer) (arrived at 7:35), Renee Korrey, Scott Weaver, Supervisor Ron Styka (arrived at 7:40)

MEMBERS

ABSENT: Sherry Fisher

STAFF

PRESENT: Assistant Township Manager/Director of Public Works Derek Perry, Senior Planner Peter Menser, Economic Development Coordinator Ben Motil

OTHERS

PRESENT: None

1. CALL MEETING TO ORDER

Chair Raynak called the meeting to order at 7:34 a.m.

2. APPROVAL OF THE AGENDA

MOTION BY MEMBER KORREY TO APPROVE AGENDA. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 4-0.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MEETING MINUTES OF NOVEMBER 7, 2016

MOTION BY CHAIR RAYNAK TO APPROVE MINUTES. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 5-0.

5. AUTHORIZATION OF PAYMENTS

DDA Staff summarized the payments made in the past two months.

MOTION BY MEMBER KORREY TO APPROVE PAYMENTS. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 6-0.

6. FINANCIAL REPORT

DDA Staff summarized the financial report. The financial report is on file. The DDA Board discussed their future involvement in the Celebrate Downtown Okemos/Celebrate Meridian events, if any. Discussion of total amount of funds in budget was held, as well as total amount of payment due to the township.

- Member Spanos asked for clarification if December taxes are due in February.

7. ON-GOING BUSINESS/REPORTS

- a. Snow Removal- DDA Staff provided summary of snow removal area responsibilities of the DDA as well as the area responsibilities of the Township.
 - Chair Raynak will remove snow from the pathway in front of his property.
 - The Township will be responsible for the snow removal at the corner of the property, adjacent to the pedestrian crosswalk.
 - The logistics of the snow removal is due to the street lighting on the pathways and the inability of Township vehicles to maneuver around light poles and buildings.
 - DDA staff explained the proposed contract with Redwood Landscaping to provide snow removal services for the pathway on the west side of Okemos Road.

8. NEW BUSINESS

- a. Additional loan payment- DDA staff provided update and summary of the available funds for the loan payment schedule.
 - Discussion was held regarding the possibility of making early payments with available funds in order to diminish interest rates.
 - DDA staff will follow up with Township officials regarding payment schedule process and possible fees associated with early payments.
- b. Election of Officers – DDA staff provided summary of annual election of officers.

MOTION BY MEMBER KORREY TO ACCEPT CURRENT OFFICERS AS THE 2017 OFFICERS. SUPPORTED BY MEMBER WEAVER. MOTION APPROVED 6-0.

- c. Introduction of Ben Motil – DDA staff introduced Ben Motil as the new Associate Planner/Economic Development Coordinator for the Township. Ben Motil will serve as DDA staff.
- d. Joint meeting of boards and commissions- DDA staff provided summary of letter dated 12/27/2016 from Supervisor Styka inviting DDA Board to attend the Township's joint meeting of boards and commissions set for Tuesday, January 10, 2017 at 6:00 p.m. in the Town Hall room. Supervisor Styka informed the DDA Board that he hopes this meeting will be more productive and goal-oriented than in years past.

9. STAFF REPORT

DDA staff provided updates on the potential Tavern and Tap project and the steps Evergreen Properties would need to make to continue forward regarding submittal of any future site plans.

- Member Spanos asked if staff has completed any feasibility studies within the DDA boundaries.
- Member Korrey asked about the property located between the Walgreens and 5/3 Bank regarding curb cuts and zoning issues.

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10. CHAIR'S REPORT

None.

11. PUBLIC COMMENT

None.

12. ADJOURNMENT

The meeting adjourned without objection at 8:28 a.m.

Jim Raynak, Chairperson

Meridian Twp DDA
Preliminary Financial Statements
Period Ending 12/31/2016

BALANCE SHEET

Year to Date

ASSETS

Cash	\$64,874.05
Cash - Celebrate	\$17,480.35
Due from General Fund	\$0.00
Taxes Receivable	\$7,185.32
Accounts Receivable	\$6,113.57
Prepaid Expense	\$0.00
TOTAL ASSETS	\$95,653.29

LIABILITIES

Accrued Interest Payable	\$1,496.00
Due to General Fund	\$0.00
Unearned Revenue	\$10,889.08
Deferred Inflows of Revenue	\$6,564.19
LT Note Payable	\$199,500.00
TOTAL LIABILITIES	\$218,449.27

FUND BALANCE

Fund Balance 12/31/15	(\$147,824.89)
2016 YTD Net Income	\$25,028.91
TOTAL FUND BALANCE	(\$122,795.98)
TOTAL LIABILITIES & FUND BALANCE	\$95,653.29

INCOME STATEMENT

REVENUES

	<u>November</u>	<u>December</u>	<u>Year to Date</u>
Tax Capture	\$0.00	\$621.13	\$13,471.35
PPT Reimbursement	\$0.00	\$6,538.65	\$16,108.19
Grants	\$0.00	\$0.00	\$0.00
DDA Downtown Events/Donations	\$0.00	\$6,113.57	\$6,113.57
Other	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$0.00	\$13,273.35	\$35,693.11

EXPENDITURES

Operating Costs	\$151.28	\$121.74	\$1,945.21
Professional Consultant/Contractual Services	\$80.00	\$300.00	\$2,683.99
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	\$50.00
Tax Appeal Refunds	\$0.00	\$0.00	\$0.00
Interest on Loan	\$5,985.00	\$0.00	\$5,985.00
TOTAL EXPENDITURES	\$6,216.28	\$421.74	\$10,664.20
2016 Net Income	(\$6,216.28)	\$12,851.61	\$25,028.91

Meridian Twp DDA
Preliminary Financial Statements
Period Ending 2/28/2017

BALANCE SHEET

Year to Date

ASSETS

Cash	\$70,645.24
Cash - Celebrate	\$17,480.35
Due from General Fund	\$0.00
Taxes Receivable	\$0.00
Accounts Receivable	\$0.00
Prepaid Expense	\$0.00
TOTAL ASSETS	\$88,125.59

LIABILITIES

Accrued Interest Payable	\$1,496.00
Due to General Fund	\$0.00
Unearned Revenue	\$0.00
Deferred Inflows of Revenue	\$0.00
LT Note Payable	\$199,500.00
TOTAL LIABILITIES	\$200,996.00

FUND BALANCE

Fund Balance 12/31/16	(\$122,795.98)
2017 YTD Net Income	\$9,925.57
TOTAL FUND BALANCE	(\$112,870.41)
TOTAL LIABILITIES & FUND BALANCE	\$88,125.59

INCOME STATEMENT

REVENUES

	January	February	Year to Date
Tax Capture	(\$621.13)	\$0.00	(\$621.13)
PPT Reimbursement	\$10,889.08	\$0.00	\$10,889.08
Grants	\$0.00	\$0.00	\$0.00
DDA Downtown Events/Donations	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$10,267.95	\$0.00	\$10,267.95

EXPENDITURES

Operating Costs	\$342.38	\$0.00	\$342.38
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
Interest on Loan	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$342.38	\$0.00	\$342.38
2017 Net Income	\$9,925.57	\$0.00	\$9,925.57

Development Projects (January 22, 2017 – February 22, 2017)

New Business

- Great Lakes Interiors- new office furniture office/warehouse at 2076 Towner Rd.
- Ribbon Cutting- Salon Red and Big John Steak & Onion, 2398 Jolly Rd, 3/6/17, 2 p.m.

Project Updates

- Okemos Point Mixed Use Planned Unit Development (MUPUD) – Site plan approved for Phase 1 of mixed use project consisting of 19 apartment buildings (350+ units) and 21,000 square feet of commercial space located west of Jolly Oak Road. Public hearing held on 12/6/16.
- Holiday Inn Express – construction underway on four story 62,900 square foot hotel with 112 rooms at 2350 Jolly Oak Rd.
- Chick Fil A – construction underway for new Chick Fil A restaurant at 2055 Grand River Ave.
- Eyecare Associates of Haslett – construction underway on new optometrist office at 5700 Marsh Rd.
- Marriot Courtyard – site plan approved for new four story hotel with 97 rooms (64,052 square feet) at Jolly Oak Rd./Meridian Crossings Dr.
- Stockwell shopping center – request for special use permit to construct 12,000 square foot 6-unit shopping center with 2 drive-through windows at 1560 Grand River Avenue. Public hearing held on 9-26-16, discussed on 1/9/17, special use permit approved for one drive through window on 1/23/17 Planning Commission meeting.
- Hannah Farms East – request to construct mixed use project with approximately 381,740 square feet of residential space, 296 units, and 116,000 square parking deck at Eyde Parkway/Hannah Boulevard. Public hearing held on 12/19/16, discussed at 1/9/17 meeting, scheduled for further discussion at 3/13/17 PC meeting.
- Chamberlain Townhouses – site plan approved to construct 19,500 square foot, 8 unit townhouse project at 1730 Chamberlain Drive. Construction scheduled for 2017.
- 2/42 Church- request for special use permit to add community center at 2630 Bennett Rd, public hearing held on 2/13/17, scheduled for action at 2/27/2017 PC meeting.
- 1619 Haslett Rd- Request to demolish and reconstruct gas station, public hearing held on 2/13/17, scheduled for further discussion at 2/27/17 PC meeting.