



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
January 5, 2026 7:30AM
Municipal 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 – DECEMBER 2, 2025 MEETING MINUTES
6. COMMUNICATIONS
7. PUBLIC REMARKS
8. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill December 2025
9. OLD BUSINESS
 - A. West Hamilton and Okemos Subcommittee Next Meeting
10. NEW BUSINESS
 - A. 2025 Officer Election
 - B. Authorization of Payment HRC BUILD Grant Invoice
 - C. Project Updates
11. OPEN DISCUSSION/BOARD COMMENTS
12. PUBLIC REMARKS
13. NEXT MEETING DATE
 - A. February 2, 2026 7:30am – Town Hall Room, 5151 Marsh Road, Okemos
14. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Interim Township Manager Timothy Schmitt, 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 Road, Okemos, MI 48864
Monday, December 1, 2025 – Minutes

Members

Present: Bill Cawood, Tom Stanko, Lexi Denovich, Srinivas Kandula, Peter Campbell, and Ron Sdao (7:41am arrival)

Members

Absent: Supervisor Hendrickson, Angela Wright, and Renee Korrey

Staff

Present: Neighborhoods & Economic Development Director Amber Clark and Executive Assistant Michelle Prinz

Others

Present: None

1. CALL MEETING TO ORDER

Member Stanko called the meeting to order and read the mission at 7:35 am.

2. APPROVAL OF THE AGENDA

**MOTION BY MEMBER CAMPBELL TO APPROVE THE AGENDA. SUPPORTED BY MEMBER CAWOOD.
MOTION APPROVED 5-0.**

3. APPROVAL MEETING MINUTES OF NOVEMBER 4, 2025

**MOTION BY MEMBER CAWOOD TO APPROVE THE MINUTES. SUPPORTED BY MEMBER CAMPBELL.
MOTION APPROVED 5-0.**

4. COMMUNICATIONS

None.

5. PUBLIC REMARKS

None.

6. AUTHORIZATION OF PAYMENTS

- a. Consumers Energy Bill September 2025
- b. Consumers Energy Bill October 2025
- c. Consumers Energy Bill November 2025

MOTION BY MEMBER KORREY TO AUTHORIZE THE FOLLOWING CONSUMERS ENERGY PAYMENTS: SEPTEMBER 2025 OF \$104.33, OCTOBER 2025 OF \$114.99, AND NOVEMBER 2025 OF \$116.23. SUPPORTED BY MEMBER CAMPBELL. MOTION APPROVED 5-0.

7. OLD BUSINESS

None.

8. NEW BUSINESS

a. 2026 Downtown Development Authority Meeting Schedule

Director Clark shared the draft 2026 meeting schedule. There was discussion and agreement about moving the meeting scheduled for July 6th to July 13th.

MOTION BY MEMBER KANDULA TO ADOPT THE RESOLUTION AUTHORIZING THE 2026 MEETING SCHEDULE FOR THE DOWNTOWN DEVELOPMENT AUTHORITY OF MERIDIAN TOWNSHIP AS AMENDED. SUPPORTED BY MEMBER DENOVIK. MOTION APPROVED 5-0.

b. DDA Administration Compensation Discussion

Director Clark stated that in communities where Staff manage TIF areas often a portion of the Director's salary comes from the TIF. The Meridian Township Brownfield Authority is paying 15% of Economic Development Director's salary for 2026 and there is a request for the Meridian Township Downtown Development Authority to do the same. This will help to reduce the impact of the Director's salary on the Township's General Fund.

MOTION BY MEMBER KANDULA MOVE TO APPROVE THE ALLOCATION OF 15% (\$24,915.80) OF THE ECONOMIC DEVELOPMENT DIRECTOR'S SALARY AND ASSOCIATED BENEFITS FROM THE DDA ADMINISTRATION FUND, IN SUPPORT OF TIME AND RESPONSIBILITIES DEDICATED TO THE MANAGEMENT OF THE DDA PROGRAM FOR THE 2026 CALENDAR YEAR. SUPPORTED BY MEMBER SDAO. MOTION APPROVED 5-0.

c. Meridian Township Youth Commission Beautification Project

Director Clark reported that the Youth Commission has ideas for a beautification project on the south block of the Village of Okemos. The project has been approved by developer Pat Smith and would include a perimeter fence with artwork. The DDA expressed desire to partner with the Youth Commission and suggested that the design be presented to key stakeholders in the DDA. The Youth Commission has not yet presented a budget for the project. Director Clark will work on a draft letter from the DDA to the Youth Commission to include questions and details that may need consideration.

9. OPEN DISCUSSION/BOARD COMMENTS

The Cat Hospital has moved to Jolly and Okemos Road area.

10. PUBLIC REMARKS

None.

11. NEXT MEETING DATE

a. January 5, 2026, 7:30am-Township Municipal Building, Town Hall Room, 5151 Marsh Road.

12. ADJOURNMENT

The meeting was adjourned at 8:09am without objection.

Consumers Energy: Bill Ready

From Consumers Energy <noreply@alerts.consumersenergy.com>

Date Sat 12/13/2025 4:22 PM

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



Your Consumers Energy Bill Is Available

Amount Due

ACCOUNT ENDING:2681
2167 Hamilton Rd Okemos MI 48864-
1643

\$127.97

Due Date: January 05, 2026

 Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of \$122.75 on December 5.

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(29 Days)**





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To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 5, 2026
Re: West Hamilton and Okemos Subcommittee Meeting Overview

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

On November 3, 2025 the DDA body elected to support the Township’s request to Hubbell Roth and Clark (HRC) to act as our consultant to submit the hefty **Better Utilizing Investments to Leverage Development** (BUILD) Grant application with the Ingham County Road Department. The total cost from the DDA not to exceed \$50,000. The BUILD Grant is a federal grant offered through the U.S Department of Transportation (USDOT). The goal of the grant is to offer funding to local units of government access to funding for transportation projects that don’t qualify for other transportation improvements. [The notice of funding opportunity guideline is available online for those interested in reviewing.](#) Applications for BUILD grants are due February 24, 2026.

HRC has been in regular contact with DDA and Township staff to collect the required items necessary to complete the BUILD Grant. In addition, the Township Manager/Deputy Manager are working to secure the relationship with Ingham County Road department to ensure a smooth application process. The entity with authority over the road, must be the entity to apply for the funding. Staff is working to schedule a meeting with Ingham County to finalize the grant application details.

The tentative date for the next West Hamilton and Okemos Subcommittee meeting will be:

Tuesday January 13, 2026 in Meridian Township Hall Room 5151 Marsh Road, Okemos MI at 7:30 a.m.

No action is needed from DDA members for this item.



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 5, 2026
RE: Annual Officer Election

DDA Bylaws state:

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 all appoint a recording Secretary who need not be a member of the board. The Officers of the Board of Directors shall be elected annually by the board. If the election of the 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 remainder of which they are elected or appointed and until a successor is elected or appointed a qualified, or until they resign or are removed.

Position Responsibilities:

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.

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.

Current Officers:

Angela Wright- Chair
Ron Sdao - Vice Chair
Peter Campbell Secretary

A motion is prepared for your consideration:

**MOTION TO APPROVE THE ELECTED OFFICERS FOR 2026 AS _____ FOR
CHAIRPERSON, _____ FOR VICE CHAIR PERSON, AND _____
AS TREASURY/SECRETARY FOR 2026.**



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 5, 2026
Re: Hubbell Roth & Clark (HRC) BUILD Grant Invoice # 0233528

On November 3, 2025 the DDA body elected to support the Township's request to Hubbell Roth and Clark (HRC) to act as our consultant to submit the hefty **Better Utilizing Investments to Leverage Development** (BUILD) Grant application with the Ingham County Road Department. The total cost from the DDA not to exceed \$50,000.

The attached is an invoice from HRC for work conducted through December 6, 2026 for BUILD Grant activities.

The following motion is prepared for your consideration:

MOVE TO AUTHORIZE PAYMENT TO HUBBELL ROTH AND CLARK INVOICE #0233528 FOR SERVICES CONDUCTED RELATED TO THE FY 2026 BUILD GRANT. AUTHORIZE STAFF TO REMIT PAYMENT TO HUBBELL ROTH AND CLARK IN THE AMOUNT OF \$6,887.



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 5, 2026
Re: Downtown Development Authority Project Updates

2128 Hamilton/4690 Okemos Road:

A redevelopment/rehabilitation is proposed for the commercial and residential component of the 4690 Okemos Road building. This building previously was home to Art Unlimited and New Thai Kitchen. The Building has seven unoccupied residential units. Six one bedroom and one two bedroom unit. The cost to make the improvements necessary to both the residential and commercial portions is high. The developers Vistaluxe have contracted with a redevelopment consulting firm to help guide them as they plan the necessary improvements to the site. The plan is to apply for a grant through the MI Neighborhood program that is run by MSHDA through the federal CDBG program.

Staff submitted the required letter of interest to MSHDA in November. This LOI is a one page overview of the potential project and parameters. The LOI allows MSHDA to review the preliminary elements of the project to determine eligibility. The eligibility requirements were submit the LOI from the local unit of government with a letter of support from the municipality.

After reaching out to MSHDA, staff was able to hold a consultation meeting with MSHDA to go over the grant/project elements. Staff is of the impression that a request will come from MSHDA to complete the full application. This grant if awarded could support up to \$100K per residential unit of \$700,000 of the total project costs.