



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
June 6, 2022 7:30AM
Central Fire Station
5000 Okemos Road, Okemos 48864



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 – MAY 2, 2022
6. PUBLIC REMARKS
7. FINANCIAL REPORT
 - A. Monthly Financials
8. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill JUNE 2023
9. OLD BUSINESS
10. NEW BUSINESS
 - A. DDA Authorized Signors
 - B. DDA Budget 2023-2024
 - C. DDA Façade Improvement and Grant Program
11. REPORTS
 - A. Township Board
 - B. Township Manager
 - C. Planning Commission
 - D. Chair
 - E. Staff
12. OPEN DISCUSSION/BOARD COMMENTS
13. PUBLIC REMARKS
14. NEXT MEETING DATE
 - A. July 11, 2022, 7:30am – Central Fire Station 5000 Okemos Rd, Okemos
15. 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)
Central Fire Station, 5000 Okemos Road, Okemos, MI 48864
Monday, May 1, 2023 – Minutes

Members

Present: Don Romain, Renee Korrey, Bill Cawood, Tom Stanko, Supervisor Jackson, and Angela Wright

Members

Absent: Peter Campbell and Jim Spanos

Staff

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

Others

Present: Planning Commissioner Mark Blumer and Commercial Business Banker from Independent Bank Alan Woodbury

1. CALL MEETING TO ORDER

Chair Stanko called the meeting to order and read the mission statement at 7:34am.

2. APPROVAL OF THE AGENDA

**MOTION BY MEMBER KORREY TO APPROVE THE AGENDA. SUPPORTED BY MEMBER CAWOOD.
MOTION APPROVED 6-0.**

3. APPROVAL MEETING MINUTES OF APRIL 3, 2023

**MOTION BY MEMBER CAWOOD TO APPROVE THE MINUTES. SUPPORTED BY MEMBER ROMAIN.
MOTION APPROVED 6-0.**

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financial Report

Director Clark reviewed the financials which included a revenue deposit of \$39,397.80. The financials were placed on file.

B. Final 2022 DDA Annual Report

Director Clark stated that the DDA Annual Report was approved by the Township Board and will be submitted to the State of Michigan.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill April 2023

MOTION BY MEMBER ROMAIN TO APPROVE THE PAYMENT OF THE APRIL 2023 CONSUMERS ENERGY BILL OF \$28.81. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 6-0.

7. OLD BUSINESS

A. Douglas J-Match on Main Reimbursement Receipt Review

Director Clark explained that the Douglas J HVAC Project has been paid for in full and we are waiting for the reimbursement from the State. Ten percent of the grant amount is a match from the DDA.

The DDA had discussion regarding the Township's Redevelopment Ready Communities (RRC) certification. This grant was available due to the Township holding the certification. The certification is up for renewal and the Township Board is leery because of the use by right requirements that will be placed on the Township and it may lessen the involvement of the Planning Commission and Township Board in development projects. Director Clark mentioned that Staff will present a recommendation to the Township Board, in June, that she believes will make the process more palatable. Supervisor Jackson suggested that the DDA author a letter stating how they feel about the RRC recertification.

Member Romain obtained from voting due to a conflict of interest based on his position at Douglas J.

MOTION BY SUPERVISOR JACKSON TO APPROVE THE 2022 MATCH ON MAIN REIMBURSEMENT GRANT OFFERED THROUGH MEDC TO DOUGLAS J SALON FOR \$25,000. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 6-0-1.

MOTION BY MEMBER WRIGHT TO APPROVE THE 10% MATCH REIMBURSEMENT GRANT REQUIREMENT FOR THE MATCH ON MAIN PROGRAM IN SUPPORT OF THE HVAC EXPANSION PROJECT OF DOUGLAS J SALON IN THE AMOUNT OF \$2,500. SUPPORTED BY SUPERVISOR JACKSON. MOTION APPROVED 6-0-1.

8. NEW BUSINESS

A. Micro Loan for Small Businesses

Director Clark stated that she had received a Match on Main Grant request from a new business for \$5,000. This was a small amount considering the grant will fund projects up to \$25,000. Hence, she invited Alan Woodbury, Community Business Banker from Independent Bank to join the group and discuss ideas for a small business loan/grant program. He discussed a program that Downtown Lansing, Inc. does for their starting entrepreneurs with loans up to \$25,000 and includes financial education and experts at their disposal. Often these loans have a \$10,000 minimum and are based on the business owner's credit score. There is usually a 20% down payment required. There was discussion that the DDA may consider helping with the down payment on these types of loans.

9. REPORTS

A. Township Board

Supervisor Jackson reported on the following:

- Sign ordinance update is completed
- A couple of property rezonings have taken place
- Getting ready for the 2024 Budget

B. Township Manager

None.

C. Planning Commission

Commissioner Blumer reported the Planning Commission is working on the Urban Services Boundary, Land Use Map and Master Plan Updates.

D. Chair Report

None.

E. Staff Report

May 9, 2023 at 6:00pm will be the Village of Okemos public conversation at the Town Hall. Crumbl Cookie will be coming near Plato's Closet.

10. OPEN DISCUSSION/BOARD COMMENTS

None.

11. PUBLIC REMARKS

None.

12. NEXT MEETING DATE

- a. June 5, 2023, 7:30am-Central Fire Station, Community Room, 5000 Okemos Road

13. ADJOURNMENT

The meeting was adjourned at 8:56am without objection.



230 W Main St
Ionia, MI 48846

Statement Ending 04/30/2023

MERIDIAN CHARTER TOWNSHIP

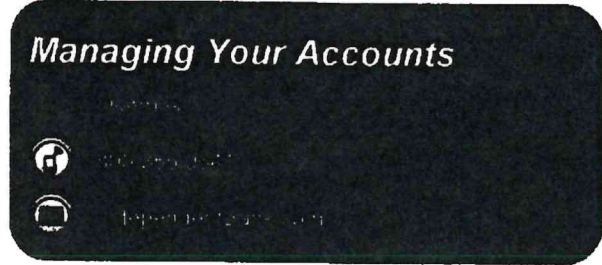
Page 1 of 2

Account Number: XXXXXXXX5474

>002051 3892135 0001 93443 10Z

00079520
P393

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



April is Financial Literacy Month, and a great time to teach the kids in your life to save! Open a new Swift Savings account with them in April, and they will receive a free eagle plush toy (while supplies last)! Plus, they will automatically be enrolled in the Swift Savers Kids Club, and will receive free newsletters with fun savings tips, games, crafts, and more throughout the year. Learn more by visiting IndependentBank.com, or stopping by your local banking office.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXXX5474	\$141,975.42

Business Freedom Checking-XXXXXXXX5474

Account Summary

Date	Description	Amount
04/01/2023	Beginning Balance	\$142,002.27
	1 Credit(s) This Period	\$1.96
	1 Debit(s) This Period	\$28.81
04/30/2023	Ending Balance	\$141,975.42

Other Credits

Date	Description	Amount
04/20/2023	Deposit	\$1.96

Other Debits

Date	Description	Amount
04/08/2023	Point Of Sale Withdrawal CONSUMERS ENERGY CO800-477-5050 MIUS	\$28.81

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/01/2023	\$142,002.27	04/08/2023	\$141,973.46	04/20/2023	\$141,975.42



Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Wed 5/17/2023 2:02 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
\$28.81

Due Date:June 7, 2023

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of \$28.81 on May 9.

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

May Energy
Usage

Click below to access your energy
dashboard

April 17-May 15 (29
Days)

[Electric Usage Graph](#)

[Consumers Promotional Image](#)

[Terms & Conditions](#)

Amber Clark Neighborhoods &
Economic Development Director
Meridian Township
Economic Development and Projects
June 2023

New Businesses Opening/Relocating

- I Heart Mac N Cheese Hannah Plaza
- Crumbl Cookies 2843 E. Grand River Ave
- Social Sloth Café 1745 Central Park Drive
- New Food Establishment at 2398 Jolly Road #200

Under Construction

- | | |
|-------------------------------|----------------------------------|
| • American House Meridian | 1673 Haslett Road – Now Leasing! |
| • Cooper Creek | Haslett Road |
| • Silverstone Estates | Powell Road |
| • Silverleaf Estates | Bennett Road |
| • Woodward Way | Sirhal Drive- Now Leasing! |
| • Elevation Apartments | Jolly Oak |
| • Jim Giguere 5 Single Family | Hulett Road |
| • Newton Ponte Apartments | Newton Road and Lake Lansing |

Approved/Not Commenced

- Consumers Credit Union- waiting on approvals for the Drain office
- Trader Joe’s Northwind Drive across from Whole Foods
- Village of Okemos 4661 Okemos Road Commercial/Residential development
Approved EGLE Brownfield, Meridian Redevelopment Fund
- Haslett Village Concept 2.0 1655 & 1621 Haslett Road
Approved MUPUD 290 units, Brownfield and Commercial Rehabilitation Exemption
- Lake Court drive 5-8 Single Family Homes
- Grand Reserve –Central Park and Powell Road
- 4880 Marsh Road Tidal Wave Car Wash - Outback Steakhouse is planned to be redeveloped

Other Township Happenings:

- Juneteenth three day festival event for 2023 Planned Friday June 9th (Movie in the park “The Wiz”) Friday June 16th (Movie in the park “Queen of Katwe”), Saturday June 17th Blues & Jazz Festival and Sunday June 18th Spiritual review of African/African American faiths. Accepting sponsors and vendors for the events.

Amber Clark Neighborhoods &
Economic Development Director
Meridian Township
Economic Development and Projects
June 2023

Project Name	Project Site Location	Project Details
American House Meridian	1673 Haslett Road - Haslett	*55+ Independent living 132 Units <ul style="list-style-type: none"> • 10,000 Sq. Ft Commercial space includes café open to the public • Pathway to lead to Interurban Previously called "Pine Village"- mixed use development
Copper Creek	Cooper creek Road - Haslett	Single Family Home development <ul style="list-style-type: none"> • 88 Homes at Haslett Road east of Green road Product by Mayberry homes. Development is nearing completion and almost full!
Elevation Apartments	Jolly Oak and Jolly road phase	Market rate multifamily housing development <ul style="list-style-type: none"> • Phase 3&4 will include 66 units • 370 units total Final phase of elevation apartments has started construction.
Newton Pointe Apartments	6276 Newton Road/Saginaw Hwy	Market rate multifamily housing Mixed use residential project <ul style="list-style-type: none"> • 10(10 unit) multifamily bldgs. • 5(4 unit) single family attached and 14 single family homes Foundations are in place
Silverleaf	Bennet Road and Hulett	Single family homes built over 5 phases. <ul style="list-style-type: none"> • 150 homes west of Bennett elementary Product by Mayberry Homes
Trader Joes	Northwind Drive	Lost subcontractor and permit has expired



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: June 5, 2023
RE: Resolution for Downtown Development Authority Authorized Signors

Please see the attached resolution for the annual notification of whom on the DDA will be authorized to sign on the DDA's behalf.

Recommendation: MOTION TO APPROVE AND ADOPT THE RESOLUTION OF THE CHARTER TOWNSHIP OF MERIDIAN TO OPEN/CHANGE SIGNATORIES ON THE DDA ACCOUNT.

Your concurrence is appreciated.

RESOLUTION
DOWNTOWN DEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF MERIDIAN
TO OPEN/CHANGE SIGNATURE CARDS ON A DDAACCOUNT

At a regular meeting of the Downtown Development Authority of the Charter Township of Meridian, Ingham County, Michigan, held at the Central Fire Station Building, 5000 Okemos Road, Okemos, MI 48864 in said Township on the 5th day of June, 2023 at 7:30 a.m., Local Time.

PRESENT:

ABSENT:

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

RESOLVED, Independent, ("Bank") is hereby designated a depository of the Downtown Development Authority of the Charter Township of Meridian (MTDDA) and that funds deposited therein may be withdrawn upon checks or other instruments of MTDDA.

RESOLVED FURTHER, all checks, drafts, notes, withdrawals or orders drawn against said funds shall be signed by any two of the following: Thomas Stanko current DDA Chair, Angela Wright current Vice-Chair, Peter Campbell current DDA Secretary or Frank Walsh Meridian Charter Township Manager.

RESOLVED FURTHER, any two of the following may issue written instructions to the Bank for the purchase of investments: Thomas Stanko current DDA Chair, Angela Wright current Vice-Chair, and Peter Campbell current DDA Secretary.

RESOLVED FURTHER, the Bank is hereby authorized and directed to honor any withdrawals and to pay any checks and other instruments drawn against said funds, to the order of any two of the above named officials signing and/or countersigning such instruments.

RESOLVED FURTHER, the above designated officers are hereby authorized to execute, on behalf of the MTDDA, signature cards, or other documents, containing the rules and regulations of the Bank and the conditions under which deposits are accepted, and to agree on behalf of the MTDDA to those rules, regulations, and conditions as amended.

RESOLVED FURTHER, the Township Clerk shall certify to the Bank the names, of those holding the offices or positions listed above and shall thereafter as changes in those offices may occur, immediately certify to the Bank a revised list of officers who are authorized to act in accordance with this resolution. Bank may rely on such certifications and shall be indemnified by the MTDDA from and against any claims, expenses, or losses resulting from honoring the signature of any officer so certified, or from refusing to honor any signature not so certified. These resolutions shall remain in force until written notice to the contrary shall have been received by the Bank, but receipt of such notice shall not affect any prior action taken by the Bank in reliance on this resolution or any certification made in connection herewith.

ADOPTED:

YEAS:

NAYS:

STATE OF MICHIGAN)

SS)

COUNTY OF INGHAM)

I, 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 of the Charter Township of Meridian held on the ____ day of June, 2023.

Chair Thomas Stanko
Downtown Development Authority of the
Charter Township of Meridian

AUTHORIZED BY THE ABOVE RESOLUTIONS:

NAME and TITLE SIGNATURE

DDA CHAIR THOMAS STANKO _____

DDA VICE CHAIR ANGELA WRIGHT _____

DDA SECRETARY PETER CAMPBELL _____

TOWNSHIP MANAGER FRANK WALSH _____

STATE OF MICHIGAN)

SS)

COUNTY OF INGHAM)

I, Deborah Guthrie, the duly qualified Township Clerk, Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the above name, title and signatures are the officers of the Downtown Development Authority of the Charter Township of Meridian.

Deborah Guthrie, Township
Clerk Meridian Charter
Township



To: Downtown Development Authority Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: June 5, 2023

RE: Downtown Development Authority 2023-2024 Proposed Budget

The attached proposed budget is prepared for the DDA member's consideration. Since 2018 a proposed budget has not been presented to the DDA for a formal review of how the Tax Increment Financing revenue that is generated in the district will be utilized over the course of a year. In past years a budget has been proposed with several art and beautification uses associated in the budget. In 2020 members of the DDA felt that expenditures for flowers, irrigation and art were not the necessary focus, as the DDA hoped the Village of Okemos mixed use development would be under construction and adequate or other beautification projects could be underway. The suggestion of staff is to at this time adopt an annual budget noting potential sources and uses of funding. In addition to supporting the redevelopment of the "Village of Okemos" site, there remain obsolete buildings and deterioration of other sites in the DDA. Please review the attached budget and prepare to offer suggestions on the appropriate allocations based on the project description.

Your concurrence is appreciated.

DATE 06-05-2023	DESCRIPTION	AMOUNT	SOURCE
Calculations as of 06/02/2023			
Proposed 2023-2024 Budget			
GL NUMBER			
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY			
ESTIMATED REVENUES			
Dept 000.000			
900-000.000-402.000	CURRENT PROPERTY TAXES	\$41,851.92	2022 DDA ANNUAL REPORT
900-000.000-506.000	GRANT REVENUE	\$0.00	
900-000.000-638.222	DDA DOWNTOWN EVENTS	\$0.00	
900-000.000-671.000	MISCELLANEOUS	\$0.00	
900-000.000-696.000	OTHR FINANCING SRCE-BOND PROCEEDS	\$0.00	
900-000.000-699.000	OPERATING TRANSFER IN	\$0.00	
Totals for dept 000.000-		\$41,851.92	
TOTAL ESTIMATED EXPENDITURES			
APPROPRIATIONS			
Dept 000.000			
900-000.000-701.000	SALARIES	\$0.00	
900-000.000-728.000	OPERATING SUPPLIES	\$3,000.00	
900-000.000-820.000	CONTRACTUAL SERVICES	\$5,000.00	
900-000.000-825.000	PROFESSIONAL		
900-000.000.000.000	CONFERENCES/DUES/TRAINING	\$125.00	MICHIGAN DOWNTOWN ASSC.
900-000.000.000.000	GRANT EXPENDITURES	\$5,000.00	DDA MATCH ON MAIN 10%
900-000.000-851.000	COMMUNICATIONS	\$0.00	
900-000.000-890.000	SPECIAL EVENTS	\$0.00	
900-000.000-920.000	UTILITIES-WATER	\$0.00	
900-000.000-922.000	UTILITIES-STREET LIGHTS(CE)	\$1,800.00	
900-000.000-974.000	CONSTRUCTION/IMPROVEMENTS	\$7,500.00	
Totals for dept 000.000-		\$22,425.00	
TOTAL APPROPRIATIONS		\$22,425.00	
NET OF REVENUES/APPROPRIATIONS - FUND 900		\$64,276.92	
BEGINNING FUND BALANCE		\$141,975.42	
ENDING FUND BALANCE		\$77,698.50	

Category	Explanation
Beautification Project	Sprayer for Watering
Beautification Project	Flowers for Downtown
Beautification Project	Flowers paid for by township credit card.
Beautification Project	Flowers for Downtown
Administrative Expenses	Salary & Benefits for Staff
Administrative Expenses	Checks & Book. Deducted from checking account.
Beautification Project	Flower Watering
Beautification Project	Flowerbed Weeding
Beautification Project	Flowerbed Weeding
Beautification Project	Flower Watering
Beautification Project	Materials for Flower Planting
Administrative Expenses	Salary & Benefits for Staff
Conferences	Reimbursement for MDA Conference Room
Professional Consultant/	First Payment to Consultants
Beautification Project	Flower Watering
Administrative Expenses	Salary & Benefits for Staff
Conferences	Reimbursement for MDA Conference Registration for 5 people.
Beautification Project	Daffodils
Beautification Project	Balance of DDA work.
Beautification Project	Planters

Michigan Downtown Association
P.O. Box 3591
North Branch, MI 48461
248-838-9711
director@michigandowntowns.com



MICHIGAN
DOWNTOWN
ASSOCIATION

Membership Invoice

Invoice # 3095

Amber Clark
Meridian Township EDC/DDA
5151 Marsh Rd
Okemos, MI 48864

In order to continue your membership to the MDA and all the benefits it provides, please send in your payment via check, credit card (called in) or online via PayPal. Please visit our Membership page on our web site to review all of the benefits your MDA membership provides. Note: We have added an opt-in contribution of \$100 to help with our efforts in Lansing. You may opt-out of the contribution or contribute a different amount. Please do NOT fax payment information.

MEMBER	ITEM	AMOUNT
Meridian Township EDC/DDA 10/1/2022 - 10/1/2023	Municipal or Public Agency Membership Dues Contribution	125.00
Please remit payment to the address listed. Please do NOT Fax payments.		
		TOTAL: 225.00

Payment Stub

Please tear off this stub and include with your payment.
Send payment to:

Michigan Downtown Association
P.O. Box 3591
North Branch, MI 48461

or login and pay online at www.michigandowntowns.com

Member: Clark, Amber
Meridian Township EDC/DDA

Invoice #: 3095
Description: Membership Dues
Date Due: 10/1/2022

Amt. Due: 225.00

Enclosed:





To: Downtown Development Authority Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: June 5, 2023

RE: Downtown Development Authority Façade Improvement and Grant Program

Recent discussions of financial support of the Village of Okemos has created a new discussion regarding how the Downtown Development Authority will support redevelopment in our downtown. The DDA's primary purpose is to correct and prevent deterioration and promote economic growth within this district. Other purposes of a DDA include reversing declining property values, improving the overall business climate and increasing employment opportunities. Many of these can be economic development tools we use to create a program to incentivize tenancy, redevelopment, and management of the district.

Included with this memo is a copy of possible Façade Improvement Program that has seen success in nearby communities. This could help existing property owners update their buildings in conjunction with the Match on Main program that we are eligible for due to our active status as a Redevelopment Ready Community. If the DDA aligns with a financial partner like Independent Bank, the opportunities to elevate new or existing businesses in the district will expand. Our hope is the DDA will take under discussion this potential funding mechanism and approve a façade improvement program for the district.

Your concurrence is appreciated.