



## AGENDA

CHARTER TOWNSHIP OF MERIDIAN  
Downtown Development Authority

February 4, 2019 7:30 am  
Municipal Building - Town Hall Room  
5151 Marsh Road, Okemos



1. CALL MEETING TO ORDER
2. 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.
3. APPROVAL OF AGENDA
4. MINUTES – January 7, 2019
5. PUBLIC REMARKS
  
6. FINANCIAL REPORT
7. AUTHORIZATION OF PAYMENTS
  - A. Consumers Energy Bill 1.2019
  - B. Advanced Redevelopment Solutions Invoice
  
8. OLD BUSINESS
  - A. DDA TIF plan
    - i. Resolution Approving Interlocal Tax Sharing Agreements
    - ii. MEDC Assistance for TIF policies and procedures
  
9. NEW BUSINESS
  - A. Okemos Village Concept Plan
  
10. TOWNSHIP BOARD REPORT
11. PLANNING COMMISSION REPORT
12. TOWNSHIP MANAGER REPORT
13. CHAIR REPORT
14. STAFF REPORT
  - A. Development Projects Update
  
15. OPEN DISCUSSION/BOARD COMMENTS
16. PUBLIC REMARKS
17. NEXT MEETING DATE
  - A. March 4, 2019, 7:30am
  
18. 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



Charter Township of Meridian  
Downtown Development Authority (DDA)  
Municipal Building, 5151 Marsh Rd., Okemos, MI 48864  
Monday, January 7, 2019 – Minutes -DRAFT

**Members**

**Present:** Will Randle, Scott Weaver, Jim Raynak, Bill Cawood, Susan Fulk, Jim Spanos, Peter Campbell, and Renee Korrey

**Members**

**Absent:** Supervisor Ron Styka

**Staff**

**Present:** Community Planning and Development Director Mark Kieselbach, Economic Development Director Chris Buck, and Executive Assistant Michelle Prinz

**Others**

**Present:** Eric Helzer, Advanced Redevelopment Solutions and Carmine Avantini, AICP

1. CALL MEETING TO ORDER

Chair Fulk called the meeting to order at 7:30am.

2. APPROVAL OF THE AGENDA

**MOTION BY MEMBER RAYNAK TO APPROVE THE AGENDA. SUPPORTED BY MEMBER RANDLE. MOTION APPROVED 8-0.**

3. APPROVAL OF MEETING MINUTES OF DECEMBER 3, 2018

**MOTION BY MEMBER RANDLE TO APPROVE THE MINUTES. SUPPORTED BY MEMBER RAYNAK. MOTION APPROVED 8-0.**

4. COMMUNICATIONS

None.

5. PUBLIC REMARKS

None.

6. FINANCIAL REPORT

Staff provided a summary update on the December 2018 Financial Report. Report on file.

**MOTION BY MEMBER RAYNAK TO APPROVE THE FINANCIAL REPORT. SUPPORTED BY MEMBER WEAVER. MOTION APPROVED 8-0.**

7. AUTHORIZATION OF PAYMENTS

Reviewed Consumers Energy 12.2018 bill totaling \$153.39.

**MOTION BY MEMBER RAYNAK TO APPROVE THE PAYMENT FOR THE CONSUMERS ENERGY IN THE AMOUNT OF \$153.39. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 8-0.**

8. OLD BUSINESS

a. New DDA TIF Plan

The new plan was adopted by the Township Board on 12/4/2018. All taxing jurisdictions agreed to be a part of the plan except Capital Area District Libraries (CADL). We will reach out to them again as we begin working on the brownfield plan because they showed interest in environmental issues.

9. NEW BUSINESS

a. DDA TIF Plan Next Steps

In preparation for the 2020 tax capture, we need to have rules and application processes in place. Because of our redevelopment ready communities' certification, the MEDC will consult for us on this process.

Carmine reviewed the draft DDA work plan of the tasks that need to be undertaken in preparation for anticipated tax increment capture starting in 2020.

The Advanced Redevelopment Solutions invoice is not available, but will be presented at the February DDA meeting.

10. TOWNSHIP BOARD REPORT

None.

11. PLANNING COMMISSION REPORT

None.

12. TOWNSHIP MANAGER REPORT

None.

13. CHAIR REPORT

None.

14. STAFF REPORT

- Director Buck thanked the DDA for a great 2018. Many things were accomplished including the redevelopment fund, height and density zoning amendment, redevelopment ready communities' certification and the TIF Plan update.

- There are current vacancies on the Planning Commission and Township Trustee interviews are being held tomorrow for the one vacancy on the Board.
- The Farmers' Market crowd funding has launched with a goal of raising \$50,000 and a \$50,000 match from the MEDC.
- Director Buck and Perry visited the mall leadership in Chattanooga, TN
- Director Buck reviewed the upcoming development projects

15. OPEN DISCUSSION/BOARD COMMENTS

Vice Chair Korrey suggested we consider approaching CADL again in the future.

16. PUBLIC REMARKS

None.

17. NEXT MEETING DATE

a. February 4, 2019, 7:30am

18. ADJOURNMENT

The meeting adjourned without objection at 8:36 am.

Meridian Twp DDA  
Preliminary Financial Statements  
Period Ending 01/31/2019 - UNAUDITED

**BALANCE SHEET**

	Year to Date
<b>ASSETS</b>	
Cash	\$107,131.04
Due from General Fund	\$0.00
Taxes Receivable	\$0.00
Accounts Receivable	\$0.00
Prepaid Expense	\$0.00
TOTAL ASSETS	\$107,131.04
<b>LIABILITIES</b>	
Accrued Interest Payable	\$0.00
Due to General Fund	\$904.12
Unearned Revenue	\$0.00
Deferred Inflows of Revenue	\$0.00
LT Note Payable	\$149,500.00
TOTAL LIABILITIES	\$150,404.12
<b>FUND BALANCE</b>	
Fund Balance 12/31/18	(\$57,158.12)
2019 YTD Net Income	\$13,885.04
TOTAL FUND BALANCE	(\$43,273.08)
TOTAL LIABILITIES & FUND BALANCE	\$107,131.04

**INCOME STATEMENT**

	<u>December</u>	<u>January</u>	<u>Year to Date</u>
<b>REVENUES</b>			
Tax Capture	\$0.00	\$0.00	\$0.00
PPT Reimbursement	\$0.00	\$12,764.04	\$12,764.04
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	\$0.00	\$12,764.04	\$12,764.04
<b>EXPENDITURES</b>			
Operating Costs	\$153.39	\$0.00	\$0.00
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	\$1,121.00	(\$1,121.00)	(\$1,121.00)
TOTAL EXPENDITURES	\$1,274.39	(\$1,121.00)	(\$1,121.00)
<b>2018 Net Income</b>	(\$1,274.39)	\$13,885.04	\$13,885.04



**Questions:**  
Visit: [ConsumersEnergy.com](http://ConsumersEnergy.com)  
Call us: 800-805-0490

Amount Due: **\$170.56**  
Please pay by: **February 12, 2019**



C/O DOWNTOWN DEV AUTH  
MERIDIAN CHARTER TOWNSHIP  
5151 MARSH RD  
OKEMOS MI 48864-1104



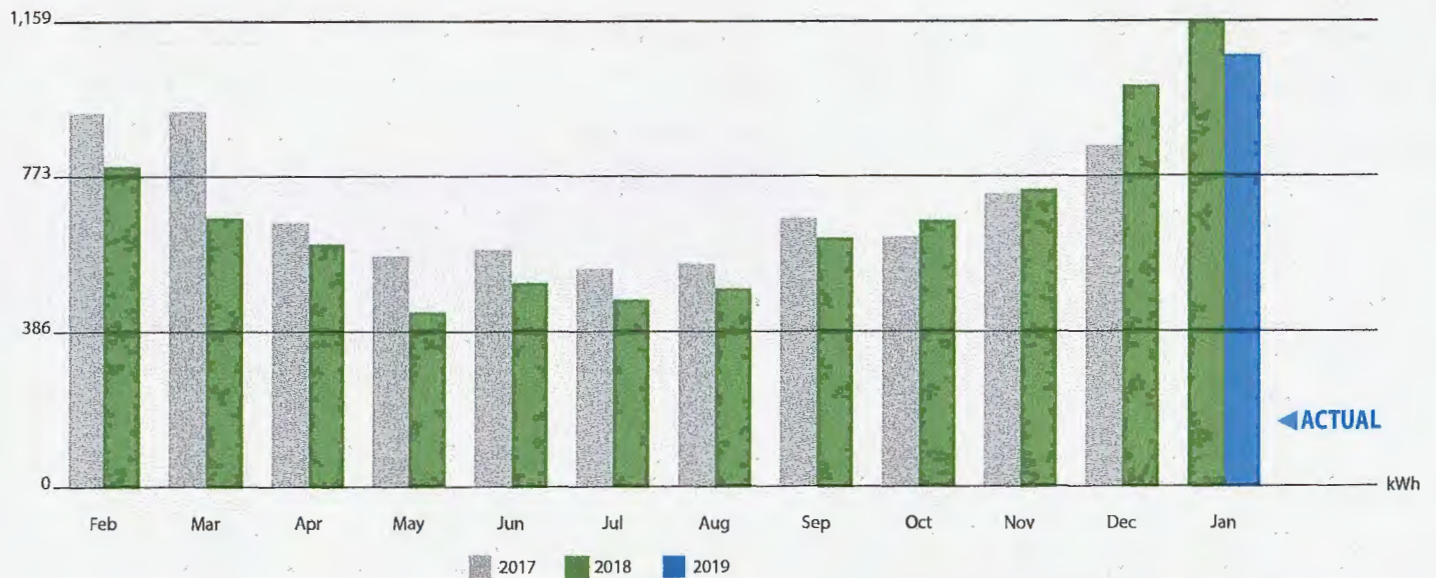
▶ **Thank You** - We received your last payment of **\$153.39** on **January 16, 2019**

▶ **Service Address:**  
2167 Hamilton Rd  
Okemos MI 48864-1643

## January Energy Bill

Service dates: December 16, 2018 - January 16, 2019 (32 days)

### Total Electric Use (kWh - kilowatt-hour)



### January Electric Use

**1,075 kWh**  
January 2018 use: 1,159 kWh

Cost per day:

**\$5.23**

kWh per day:

**34**

Prior 12 months electric use:

**8,034 kWh**

**STAY SAFE:** Call 9-1-1 and 800-477-5050. We'll respond day or night.



**Downed power lines.**  
Stay 25 feet away. Call from a safe location.



**If you smell natural gas.**  
If the "rotten egg" odor of gas is apparent, call from a safe location.



## Save Energy and Money This Winter

We all know just how unpredictable Michigan weather can be. Temperature swings can impact your monthly bill. Manage your energy use with energy saving tips and rebates.

**Did You Know?** Higher energy bills may be caused by extensive cold snaps, expanded shifts or a larger facility.

**Learn more at**  
[www.ConsumersEnergy.com/startsaving](http://www.ConsumersEnergy.com/startsaving)







Need to talk to us? Visit [ConsumersEnergy.com](http://ConsumersEnergy.com)  
or call **800-805-0490**  
Hearing/speech impaired: Call 7-1-1

**Service Address:**  
2167 Hamilton Rd; Okemos MI  
48864-1643  
Account: **1000 5603 2681**

### Account Information

Bill Month: January  
Service dates: 12/16/2018 - 01/16/2019  
Days Billed: 32  
Portion: 14 01/19

### Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

### Meter Information

Your next scheduled meter read  
date is on or around 02/18/2019

#### Electric Service:

Smart Meter  
Meter Number: 31278553  
POD Number: 0000004053513  
Beginning Read Date: 12-16  
Ending Read Date: 01-16  
Beginning Read: 13677  
Ending Read: 14752 (Actual)  
Usage: 1075 kWh

Total Metered Energy Use: 1075 kWh

## January Energy Bill

Invoice: 205099196264

### Account Summary

Last Month's Account Balance	\$153.39
Payment on January 16, 2019	<u>\$153.39-</u>
<b>Balance Forward</b>	<b>\$0.00</b>
Late Payment Charge	\$3.07

Payments applied after Jan 17, 2019 are not included.

### Electric Charges

Energy	839@ 0.092958	\$77.99
Energy	236@ 0.095527	\$22.54
Cap. Tax Reform Credit	839@ 0.001654-	\$1.39-
Cap. Tax Reform Credit B	538@ 0.002158-	\$1.16-
PSCR	1075@ 0.001060	\$1.14
System Access		\$20.00
Distribution	839@ 0.042765	\$35.88
Distribution	236@ 0.042472	\$10.02
Dist. Tax Reform Credit	839@ 0.002692-	\$2.26-
Dist. Tax Reform Credit B	538@ 0.003514-	\$1.89-
Energy Efficiency		\$4.47
Power Plant Securitization	1075@ 0.001139	\$1.22
Low-Income Assist Fund		<u>\$0.93</u>

**Total Electric** **\$167.49**

**Total Energy Charges** **\$167.49**

**Amount Due: \$170.56**  
**by February 12, 2019**

If you pay after the due date, a 2% late payment charge will be added to your next bill.

Please make any inquiry or complaint about this bill before the due date listed on the front.  
Visit [ConsumersEnergy.com/aboutmybill](http://ConsumersEnergy.com/aboutmybill) for details about the above charges.

### NEWS AND INFORMATION

Please see the insert for details on available rate options and the environmental characteristics of electricity delivered to customers.

**ALERT - Beware of phone and email scams regarding utility payments:** Consumers Energy never demands payment using only a prepaid card. Many options at

[www.ConsumersEnergy.com/waystopay](http://www.ConsumersEnergy.com/waystopay).

**Understanding Your Electric Bill: Power supply charges** include electric generation and transmission costs based on the amount of kilowatt-hours (kWh) used. Different rates are charged depending on the time of year and the amount of energy used. Consumers Energy does not make a profit on the cost of fuel or purchased power. More at

[www.ConsumersEnergy.com/ratesblz](http://www.ConsumersEnergy.com/ratesblz).

**Questions about your bill?** Get an explanation of charges and learn more at [www.ConsumersEnergy.com/business](http://www.ConsumersEnergy.com/business).



7.B

**To: Downtown Development Authority Board Members**  
**From: Chris Buck, Economic Development Director**  
**Date: January 31, 2019**  
**Re: Advanced Redevelopment Solutions Invoice**

---

The DDA entered into an agreement with Advanced Redevelopment Solutions on July 13, 2018 for assistance in drafting, adopting and selling the new Tax Increment Financing plan to financially assist redevelopment projects to occur within the DDA district.

This work was completed in December 2018 and was deemed by the Township a success, capturing almost 95% of the mills sought, which should be enough for the first development project to commence in 2019.

Township staff was intimately involved in the project and has reviewed the scope of work. While we had hoped to come in under budget, this was not the case. Staff has confirmed that the agreed-to cost of \$71,108 is justified and recommends the DDA approve that payment.

There has been some discussion between the consultants and staff about the value of any cost overruns and there may a request coming to this DDA board to consider additional payment to the consultant in the future, but I assure you our debt for the street lighting project and the construction of the new development project will be our top funding priority.

At this point I propose the DDA pay the consultants invoice for the agreed upon price.

Motion for Board Consideration:

**MOVE TO APPROVE PAYMENT TO ADVANCED REDEVELOPMENT SOLUTIONS IN THE AMOUNT OF \$71,108 TO SATISFY THE AGREEMENT DATED JUNE 5, 2018 AND EXECUTED JULY 13, 2018.**



**Professional Services Period: June 13, 2018 thru December 31, 2018**

Agreements: Engagement Letter dated June 5, 2018 with effective date June 13, 2018.

To  
 Ms. Susan Fulk, Chairperson  
 c/o Chris Buck, Economic  
 Development Director  
 Meridian Township Downtown  
 Development Authority  
 5151 Marsh Road  
 Okemos, MI 48864

Project No.  
 180002

Project Name  
 Meridian Township DDA TIFA  
 Plan Update - Downtown  
 Okemos (Okemos Village Area)  
 Meridian Township, Michigan  
 48864

Task #	Task Name	Cost Type	# Hours / # Units	Hourly Rate	Unit Price	Amount
<b>Task 1</b>	<b>Introduction and review of DDA/TIFA Plan Update Schedule.</b>					
Task 1A	Meeting/Calls/Emails with Township					
	June 2018	T&M NTE	0	\$220.00	NA	\$0.00
	June 2018	T&M NTE	0	\$198.00	NA	\$0.00
	June 2018	T&M NTE	0	\$143.00	NA	\$0.00
<b>Task 2</b>	<b>Township Subcommittee Meeting to review of DDA/TIFA Plan Update Schedule and ARS Proposal, discuss overview of Project, discuss assistance needed from Assessor and Staff, and discuss Project approaches regarding allowable eligible DDA activities and engaging taxing jurisdictions.</b>					
Task 2A	Meeting/Calls/Emails with Township					
	June 2018	T&M NTE	7	\$220.00	NA	\$1,540.00
	June 2018	T&M NTE	5	\$198.00	NA	\$990.00
<b>Task 3</b>	<b>Kick-off Meeting with DDA Board to review DDA Plan Update steps, proposed Schedule and Proposal from ARS.</b>					
Task 3A	Meeting/Calls/Emails with Township					
	July 2018	T&M NTE	6	\$220.00	NA	\$1,320.00
	July 2018	T&M NTE	6	\$198.00	NA	\$1,188.00
<b>Task 4</b>	<b>Township Board and Public presentation of proposed development plan process required in updating DDA/TIFA Plan.</b>					
Task 4A	Meeting/Calls/Emails with Township					
	August 2018	T&M NTE	4.5	\$220.00	NA	\$990.00
	August 2018	T&M NTE	7	\$198.00	NA	\$1,386.00
	September 2018	T&M NTE	2.5	\$220.00	NA	\$550.00

Task #	Task Name	Cost Type	# Hours / # Units	Hourly Rate	Unit Price	Amount
Task 5	<b>Update of DDA/TIFA Plan to address project funding through tax increment capture.</b>					
Task 5A	Evaluate proposed boundaries and assess tax capture/loss along with possible need for a Citizen's Advisory Committee					
	July 2018	T&M NTE	1	\$220.00	NA	\$220.00
	July 2018	T&M NTE	2.75	\$143.00	NA	\$393.25
Task 5B	Update maps, as needed					
	August 2018	T&M NTE	4	\$198.00	NA	\$792.00
Task 5C	Update the Introduction section to reflect current conditions					
	August 2018	T&M NTE	1	\$198.00	NA	\$198.00
Task 5D	Verify the new boundaries (if any) for the District and obtain legal description from the Township					
	August 2018	T&M NTE	1	\$198.00	NA	\$198.00
Task 5E	Update Plan Objectives, Public & Private Uses, Proposed Land Uses, Property Acquisition, and Improvements Sections					
	August 2018	T&M NTE	5	\$220.00	NA	\$1,100.00
	August 2018	T&M NTE	6	\$198.00	NA	\$1,188.00
Task 5F	Create a new Projects list with cost estimates and eligible activities					
	July 2018	T&M NTE	8	\$220.00	NA	\$1,760.00
	July 2018	T&M NTE	1.75	\$198.00	NA	\$346.50
	July 2018	T&M NTE	1.75	\$143.00	NA	\$250.25
Task 5G	Complete re-write of the TIFA Plan to reflect boundary adjustments (if any), current desired projects, projected tax capture, etc					
	August 2018	T&M NTE	4	\$220.00	NA	\$880.00
	August 2018	T&M NTE	12	\$198.00	NA	\$2,376.00
	August 2018	T&M NTE	14	\$143.00	NA	\$2,002.00
Task 5H	Preliminary "Base" Tax Increment Revenue (TIR) Projection Schedules. Three (3) scenarios will be prepared: (1) Growth without DDA/TIFA Plan Update; (2) Growth with proposed Downtown Okemos, LLC Development on 3 blocks west of Okemos Road; (3) Private sector spinoff growth after scenario #2.	LS	1	NA	\$7,000.00	\$7,000.00
	August 2018	T&M NTE	5	\$198.00	NA	\$990.00
Task 5I	Calls/Emails with Township					
	August 2018	T&M NTE	5	\$220.00	NA	\$1,100.00
	August 2018	T&M NTE	5	\$198.00	NA	\$990.00
Task 6	<b>Prepare development scenarios (3), showing resulting tax implications at the time of TIFA expiration. This information will be assembled into a Powerpoint presentation for the applicable taxing jurisdictions showing why the tax capture is needed to support the project. The presentation will also support the long-term benefits from participating.</b>					
Task 6A	Preparation of deliverable					
	August 2018	T&M NTE	26	\$220.00	NA	\$5,720.00
	August 2018	T&M NTE	4.25	\$198.00	NA	\$841.50
	August 2018	T&M NTE	20	\$143.00	NA	\$2,860.00
	September 2018	T&M NTE	9.5	\$198.00	NA	\$1,881.00
	September 2018	T&M NTE	10.5	\$143.00	NA	\$1,501.50
Task 6B	Calls/Emails with Township					
	August 2018	T&M NTE	2	\$220.00	NA	\$440.00
	August 2018	T&M NTE	2	\$198.00	NA	\$396.00
	September 2018	T&M NTE	2	\$220.00	NA	\$440.00

Task #	Task Name	Cost Type	# Hours / # Units	Hourly Rate	Unit Price	Amount
	September 2018	T&M NTE	2	\$198.00	NA	\$396.00
<b>Task 7</b>	<b>Taxing Jurisdiction Outreach</b>					
Task 7A	Meet with specific individual taxing jurisdictions as directed by the township					
	September 2018	T&M NTE	11.75	\$220.00	NA	\$2,585.00
	September 2018	T&M NTE	8.75	\$198.00	NA	\$1,732.50
	October 2018	T&M NTE	3.75	\$220.00	NA	\$825.00
	October 2018	T&M NTE	7.5	\$198.00	NA	\$1,485.00
	November 2018	T&M NTE	10.5	\$220.00	NA	\$2,310.00
	November 2018	T&M NTE	6	\$198.00	NA	\$1,188.00
	December 2018	T&M NTE	3.5	\$220.00	NA	\$770.00
<b>Task 8</b>	<b>Meet with DDA Board to review draft updated DDA/TIFA Plan and development scenarios.</b>					
Task 8A	Meeting/Calls/Emails with Township					
	September 2018	T&M NTE	14	\$220.00	NA	\$3,080.00
	September 2018	T&M NTE	20.5	\$198.00	NA	\$4,059.00
<b>Task 9</b>	<b>Meeting(s) with DDA, taxing jurisdictions and Adhoc Tax Increment Capture Committee to present development scenarios and seek support for participation.</b>					
Task 9A	Meeting/Calls/Emails with Township					
	September 2018	T&M NTE	7	\$220.00	NA	\$1,540.00
	September 2018	T&M NTE	6.25	\$198.00	NA	\$1,237.50
	October 2018	T&M NTE	2.25	\$220.00	NA	\$495.00
	October 2018	T&M NTE	10	\$198.00	NA	\$1,980.00
<b>Task 10</b>	<b>DDA makes a recommendation to the Township Board to Approve the draft updated DDA/TIFA Plan.</b>					
Task 10A	Meeting/Calls/Emails with Township					
	November 2018	T&M NTE	1.5	\$220.00	NA	\$330.00
	December 2018	T&M NTE	1.25	\$220.00	NA	\$275.00
<b>Task 11</b>	<b>Township Board adopts a resolution of intent to update the DDA/TIFA Plan and schedules a public hearing.</b>					
Task 11A	Prepare Resolution/Meeting/Calls/Emails with Township					
	October 2018	T&M NTE	4	\$198.00	NA	\$792.00
<b>Task 12</b>	<b>The public hearing notice must be published twice in the newspaper not less than 20 days or more than 40 days prior to the public hearing. In addition, there must be:</b> <ul style="list-style-type: none"> <li>• Notices to property owners.</li> <li>• Notices to taxing jurisdictions</li> <li>• Notices to 20 locations in the DDA district (Not less than 20 days or more than 40 days prior to the public hearing - 33 days before hearing)</li> </ul>					
Task 12A	Supportive Assistance to Township/Calls/Emails with Township					
	November 2018	T&M NTE	0.75	\$220.00	NA	\$165.00
<b>Task 13</b>	<b>Township Board holds a public hearing on the DDA/TIFA Plan and adopts the DDA/TIFA Plan.</b>					
Task 13A	Prepare Resolution/Meeting/Calls/Emails with Township					
	November 2018	T&M NTE	1.75	\$220.00	NA	\$385.00
	November 2018	T&M NTE	4	\$198.00	NA	\$792.00
	December 2018	T&M NTE	2	\$220.00	NA	\$440.00
	December 2018	T&M NTE	2	\$198.00	NA	\$396.00
<b>Subtotal</b>						<b>\$71,086.00</b>

Task #	Task Name	Cost Type	# Hours / # Units	Hourly Rate	Unit Price	Amount
<i>Retainer(s) Applied (No remaining retainers to apply)</i>						<i>\$0.00</i>
<b>Total Due</b>						<b>\$71,086.00</b>

Notes: T&M NTE = time and materials not to exceed

**Due upon receipt**

LS = lump sum

**Thank you for your business!**

NA = Not Applicable if task is invoiced as a LS Cost Type

Outstanding Invoices:	Number	Date	Balance
Please remit payment on any outstanding invoices =			Total
			\$0.00

## ADVANCED REDEVELOPMENT SOLUTIONS

Tel. 517.648.2434  
Email. [ephelzer@msn.com](mailto:ephelzer@msn.com)

**Please remit payment to:**  
Advanced Redevelopment Solutions  
PO Box 204  
Eagle, MI 48822



Project No.	180002	Meridian Township DDA TIFA Plan Update - Downtown Okemos (Okemos Village Area), Meridian Township, Michigan 48864		Invoice No.	1365
Billing Backup		Monthly Time Report		Saturday, January 5, 2019	
Advanced Redevelopment Solutions					08:30:15 AM
	Task #	Task Name	Cost Type	Hours	Bill Rate
	1	Introduction and review of DDA/TIFA Plan Update Schedule.			
	1A	Meeting/Calls/Emails with Township	T&M NTE		
<b>Professional Personnel</b>					
<b>Jun-18</b>					
EPH	Principal	Eric P. Helzer			\$0.00
		Review Original Plan and Township Information		4.00	
		Misc Deliverables Preparation		1.00	
		Meeting Preparation		0.75	
		Township Staff Calls/Emails		2.25	
		DDA Meetings		1.75	
		<i>Subtotal</i>		9.75	\$0.00
CA	Principal	Carmine Avantini			\$0.00
		Old Plan Review		3.00	
		Coordinate Technical Scope		1.00	
		DDA Meeting		3.75	
		<i>Subtotal</i>		7.75	\$0.00
JS	Consultant	Justin Sprague			\$0.00
		Old Plan Review		2.75	
		<i>Subtotal</i>		2.75	\$0.00
		<b>Total this Task 1A</b>		<b>20.25</b>	<b>\$0.00</b>
<hr/>					
	2	Township Subcommittee Meeting to review of DDA/TIFA Plan Update Schedule and ARS Proposal, discuss overview of Project, discuss assistance needed from Assessor and Staff, and discuss Project approaches regarding allowable eligible DDA activities and engaging taxing jurisdictions.			
	2A	Meeting/Calls/Emails with Township	T&M NTE		
<b>Professional Personnel</b>					
<b>Jun-18</b>					
EPH	Principal	Eric P. Helzer			\$220.00
		Meeting Preparation and Deliverables		2.75	
		Coordination of Tasks, Emails and Calls		0.75	
		Draft Documents Review and Finalize		1.50	
		Subcommittee Meeting		2.00	
		<i>Subtotal</i>		7.00	\$1,540.00
CA	Principal	Carmine Avantini			\$198.00
		Misc. project coordination & mtg. deliverables		1.00	
		Meeting w/DDA Subcommittee		4.00	
		<i>Subtotal</i>		5.00	\$990.00
		<b>Total this Task 2A</b>		<b>12.00</b>	<b>\$2,530.00</b>
<b>TOTAL COST</b>					<b>\$2,530.00</b>



Project No.	180002	Meridian Township DDA TIFA Plan Update - Downtown Okemos (Okemos Village Area), Meridian Township, Michigan 48864		Invoice No.	1365
Billing Backup		Monthly Time Report			Saturday, January 5, 2019
Advanced Redevelopment Solutions					08:55:05 AM
	Task #	Task Name	Cost Type	Hours	Bill Rate
	3	Kick-off Meeting with DDA Board to review DDA Plan Update steps, proposed Schedule and Proposal from ARS.			
	3A	Meeting/Calls/Emails with Township	T&M NTE		
<b>Professional Personnel</b>					
	Jul-18				
EPH	Principal	Eric P. Helzer			\$220.00
		DDA Board Meeting Prep and Documents		1.50	
		DDA Board Meeting		1.50	
		Meeting Preparation and Deliverables		1.00	
		Subcommittee Meeting		2.00	
		Subtotal		6.00	\$1,320.00
CA	Principal	Carmine Avantini			\$198.00
		Meeting w/DDA Subcommittee		3.50	
		Conference call and prep.		1.00	
		Preparation of, and revisions to, handouts		1.50	
		Subtotal		6.00	\$1,188.00
		<b>Total this Task 3A</b>		<b>12.00</b>	<b>\$2,508.00</b>
<b>5 Update of DDA/TIFA Plan to address project funding through tax increment capture.</b>					
	5A	Evaluate proposed boundaries and assess tax capture/loss along with possible need for a Citizen's Advisory Committee	T&M NTE		
<b>Professional Personnel</b>					
	Jul-18				
EPH	Principal	Eric P. Helzer			\$220.00
		DDA Boudaries and Tax Captures by Taxing Jurisdictions		1.00	
		Subtotal		1.00	\$220.00
JS	Consultant	Justin Sprague			\$143.00
		Research on Ingham County DDA's and taxing jurisdictions		2.75	
		Subtotal		2.75	\$393.25
		<b>Total this Task 5A</b>		<b>3.75</b>	<b>\$613.25</b>
	5F	Create a new Projects list with cost estimates and eligible activities	T&M NTE		
<b>Professional Personnel</b>					
	Jul-18				
EPH	Principal	Eric P. Helzer			\$220.00
		Options List for Eligible Activities and Cost Projections		8.00	
		Subtotal		8.00	\$1,760.00
CA	Principal	Carmine Avantini			\$198.00
		Preparation of DDA Plan Update, including projects list		1.75	
		Subtotal		1.75	\$346.50
JS	Consultant	Justin Sprague			\$143.00
		Preparation of DDA Plan Update, eligible expenses		1.75	
		Subtotal		1.75	\$250.25
		<b>Total this Task 5F</b>		<b>11.50</b>	<b>\$2,356.75</b>
				<b>TOTAL COST</b>	<b>\$5,478.00</b>

Project No.	180002	Meridian Township DDA TIFA Plan Update - Downtown Okemos (Okemos Village Area), Meridian Township, Michigan 48864		Invoice No.	1365
Billing Backup		Monthly Time Report			Saturday, January 5, 2019
Advanced Redevelopment Solutions					09:09:11 AM
	Task #	Task Name	Cost Type	Hours	Bill Rate
	4	Township Board and Public presentation of proposed development plan process required in updating DDA/TIFA Plan.			
	4A	Meeting/Calls/Emails with Township	T&M NTE		
Professional Personnel					
Aug-18					
EPH	Principal	Eric P. Helzer			\$220.00
		DDA Presentation Outline for DDA Process		0.75	
		DDA Presentation Prep for Chair		0.50	
		Meridian Twp Board Meeting Info to Downtown Okemos DDA TIFA Update		1.00	
		Downtown Okemos DDA Meeting Prep and Meeting		1.00	
		Subcommittee Meeting		1.25	
		Subtotal		4.50	\$990.00
CA	Principal	Carmine Avantini			\$198.00
		Misc. project coordination		1.00	
		Review of talking points for 8/9 Township Board mtg		0.50	
		Preparation & meeting w/DDA Board on 8/13		2.25	
		Prep. w/Eric & meeting w/DDA Subcommittee on 8/14 & 8/28		3.25	
		Subtotal		7.00	\$1,386.00
		<b>Total this Task 4A</b>		<b>11.50</b>	<b>\$2,376.00</b>
<b>5 Update of DDA/TIFA Plan to address project funding through tax increment capture.</b>					
	5B	Update maps, as needed	T&M NTE		
Professional Personnel					
Aug-18					
CA	Principal	Carmine Avantini			\$198.00
		Coordinate Plan Materials, Maps and Tables		4.00	
		Subtotal		4.00	\$792.00
		<b>Total this Task 5B</b>		<b>4.00</b>	<b>\$792.00</b>
	5C	Update the Introduction section to reflect current conditions	T&M NTE		
Professional Personnel					
Aug-18					
CA	Principal	Carmine Avantini			\$198.00
		Plan Revisions		1.00	
		Subtotal		1.00	\$198.00
		<b>Total this Task 5C</b>		<b>1.00</b>	<b>\$198.00</b>
	5D	Verify the new boundaries (if any) for the District and obtain legal description from the Township	T&M NTE		
Professional Personnel					
Aug-18					
CA	Principal	Carmine Avantini			\$198.00
		Coordinate District Bondaries and Info on Parcels		1.00	
		Subtotal		1.00	\$198.00
		<b>Total this Task 5D</b>		<b>1.00</b>	<b>\$198.00</b>
	5E	Update Plan Objectives, Public & Private Uses, Proposed Land Uses, Property Acquisition, and Improvements Sections	T&M NTE		
Professional Personnel					
Aug-18					
EPH	Principal	Eric P. Helzer			\$220.00
		Coordinate Plan Update		1.00	
		Plans revisions		4.00	
		Subtotal		5.00	\$1,100.00
CA	Principal	Carmine Avantini			\$198.00
		Misc. project coord.; plan edits		6.00	
		Subtotal		6.00	\$1,188.00
		<b>Total this Task 5E</b>		<b>11.00</b>	<b>\$2,288.00</b>



<b>Project No.</b>	<b>180002</b>	<b>Meridian Township DDA TIFA Plan Update - Downtown Okemos (Okemos Village Area), Meridian Township, Michigan 48864</b>		<b>Invoice No.</b>	<b>1365</b>
<b>6B</b>		<b>Calls/Emails with Township</b>	<b>T&amp;M NTE</b>		
<b>Professional Personnel</b>					
<b>Aug-18</b>					
<i>EPH</i>	<i>Principal</i>	<i>Eric P. Helzer</i>			<i>\$220.00</i>
		Coordination, Call and Emails		2.00	
		<i>Subtotal</i>		2.00	<i>\$440.00</i>
<i>CA</i>	<i>Principal</i>	<i>Carmine Avantini</i>			<i>\$198.00</i>
		Coordinate		2.00	
		<i>Subtotal</i>		2.00	<i>\$396.00</i>
			<b>Total this Task 6B</b>		<b>4.00</b>
			<b>Total this Task 6B</b>		<b>\$836.00</b>
			<b>TOTAL COST</b>		<b>\$31,447.50</b>

Project No.	180002	Meridian Township DDA TIFA Plan Update - Downtown Okemos (Okemos Village Area), Meridian Township, Michigan 48864		Invoice No.	1365
Billing Backup		Monthly Time Report			Saturday, January 5, 2019
Advanced Redevelopment Solutions					09:18:27 AM
	Task #	Task Name	Cost Type	Hours	Bill Rate
	4	Township Board and Public presentation of proposed development plan process required in updating DDA/TIFA Plan.			
	4A	Meeting/Calls/Emails with Township	T&M NTE		
	<b>Professional Personnel</b>				
	<b>Sep-18</b>				
EPH	Principal	Eric P. Helzer			\$220.00
		TIR Scenarios and PowerPoint Presentation Graphing		1.00	
		Meridian Twp Board DDA Study Session - Downtown Okemos Plan Update		1.50	
		<i>Subtotal</i>		2.50	\$550.00
				<b>Total this Task 4A</b>	<b>2.50 \$550.00</b>
	6	Prepare development scenarios (3), showing resulting tax implications at the time of TIFA expiration. This information will be assembled into a Powerpoint presentation for the applicable taxing jurisdictions showing why the tax capture is needed to support the project. The presentation will also support the long-term benefits from participating.			
	6A	Preparation of deliverable	T&M NTE		
	<b>Professional Personnel</b>				
	<b>Sep-18</b>				
CA	Principal	Carmine Avantini			\$198.00
		PowerPoint Review and Revisions		3.25	
		Updates		6.25	
		<i>Subtotal</i>		9.50	\$1,881.00
JS	Consultant	Justin Sprague			\$143.00
		Power point review		1.50	
		Prep. of DDA talking points & related documents		3.00	
		Misc. coord.; tax capture; review of information		6.00	
		<i>Subtotal</i>		10.50	\$1,501.50
				<b>Total this Task 6A</b>	<b>20.00 \$3,382.50</b>
	6B	Calls/Emails with Township	T&M NTE		
	<b>Professional Personnel</b>				
	<b>Sep-18</b>				
EPH	Principal	Eric P. Helzer			\$220.00
		Coordination, Call and Emails		2.00	
		<i>Subtotal</i>		2.00	\$440.00
CA	Principal	Carmine Avantini			\$198.00
		Coordinate		2.00	
		<i>Subtotal</i>		2.00	\$396.00
				<b>Total this Task 6B</b>	<b>4.00 \$836.00</b>
	7	Taxing Jurisdiction Outreach			
	7A	Meet with specific individual taxing jurisdictions as directed by the township	T&M NTE		
	<b>Professional Personnel</b>				
	<b>Sep-18</b>				
EPH	Principal	Eric P. Helzer			\$220.00
		Coordinate and Meeting Prep		2.00	
		Coordinate Technical Exhibits and Information at request of Taxing Jurisdictions		5.75	
		DDA Presentation Outline for DDA Process Rvw Data Dump		1.25	
		DDA Plan Update PP Presentation		1.00	
		DDA Plan Update PP Presentation Updates with CATA Version		1.75	
		<i>Subtotal</i>		11.75	\$2,585.00
CA	Principal	Carmine Avantini			\$198.00
		Review of Act Questions and preparation of draft project schedules & revisions		3.25	
		Prep. & attendance at CATA mtg. on 9/27; follow-up		5.50	
		<i>Subtotal</i>		8.75	\$1,732.50
				<b>Total this Task 7A</b>	<b>20.50 \$4,317.50</b>



Project No.	180002	Meridian Township DDA TIFA Plan Update - Downtown Okemos (Okemos Village Area), Meridian Township, Michigan 48864		Invoice No.	1365
<b>8</b>					
Meet with DDA Board to review draft updated DDA/TIFA Plan and development scenarios.					
<b>8A</b>		<b>Meeting/Calls/Emails with Township</b>	<b>T&amp;M NTE</b>		
<b>Professional Personnel</b>					
<b>Sep-18</b>					
<i>EPH</i>	<i>Principal</i>	<i>Eric P. Helzer</i>			\$220.00
		Meeting Prep and Meet with DDA Board		3.00	
		Meeting Prep and Meet with Subcommittee		4.50	
		Meeting Prep and Meet with DDA Board & Twp Board Workshop		4.25	
		Document Prep for Meetings and Presentation		2.25	
		<i>Subtotal</i>		14.00	\$3,080.00
<i>CA</i>	<i>Principal</i>	<i>Carmine Avantini</i>			\$198.00
		Preparation & meeting w/DDA Board on 9/10		4.00	
		Prep. w/Eric & meeting w/Subcommittee on 9/11		6.75	
		Prep. & attendance at Township Board/DDA Workshop on 9/11		5.50	
		Mtg. w/E. Helzer & DDA Committee on 9/25		4.25	
		<i>Subtotal</i>		20.50	\$4,059.00
		<b>Total this Task 8A</b>		<b>34.50</b>	<b>\$7,139.00</b>
<b>9</b>					
Meeting(s) with DDA, taxing jurisdictions and Adhoc Tax Increment Capture Committee to present development scenarios and seek support for participation.					
<b>9A</b>		<b>Meeting/Calls/Emails with Township</b>	<b>T&amp;M NTE</b>		
<b>Professional Personnel</b>					
<b>Sep-18</b>					
<i>EPH</i>	<i>Principal</i>	<i>Eric P. Helzer</i>			\$220.00
		Coordination, Meetings/Emails and Calls-Legal and Twp Staff		7.00	
		<i>Subtotal</i>		7.00	\$1,540.00
<i>CA</i>	<i>Principal</i>	<i>Carmine Avantini</i>			\$198.00
		Misc. project coord. - Twp Staff and Legal		6.25	
		<i>Subtotal</i>		6.25	\$1,237.50
		<b>Total this Task 9A</b>		<b>13.25</b>	<b>\$2,777.50</b>
<b>TOTAL COST</b>					<b>\$19,002.50</b>

Project No.	180002	Meridian Township DDA TIFA Plan Update - Downtown Okemos (Okemos Village Area), Meridian Township, Michigan 48864		Invoice No.	1365
Billing Backup		Monthly Time Report			Saturday, January 5, 2019
Advanced Redevelopment Solutions					10:19:01 AM
	Task #	Task Name	Cost Type	Hours	Bill Rate
	7	Taxing Jurisdiction Outreach			
	7A	Meet with specific individual taxing jurisdictions as directed by the township	T&M NTE		
Professional Personnel					
Oct-18					
EPH	Principal	Eric P. Helzer			\$220.00
		Meet Ingham County and Meridian Township Treasurers		1.75	
		Meet ICEDC ARS TWP RE: Downtown Okemos DDA Plan Update County Support		2.00	
		Subtotal		3.75	\$825.00
CA	Principal	Carmine Avantini			\$198.00
		Prep. & attendance at CATA Board mtg. on 10/17		3.50	
		Prep. & attendance at CRAA mtg. on 10/30		4.00	
		Subtotal		7.50	\$1,485.00
		<b>Total this Task 7A</b>		<b>11.25</b>	<b>\$2,310.00</b>
-----					
9		Meeting(s) with DDA, taxing jurisdictions and Adhoc Tax Increment Capture Committee to present development scenarios and seek support for participation.			
	9A	Meeting/Calls/Emails with Township	T&M NTE		
Professional Personnel					
Oct-18					
EPH	Principal	Eric P. Helzer			\$220.00
		Plan revisions and reporting adjustments for individual taxing jurisdictions		2.25	
		Subtotal		2.25	\$495.00
CA	Principal	Carmine Avantini			\$198.00
		Misc. project coord. & calls w/E. Helzer, C. Buck, B. Fahey & K. Snyder		6.00	
		Preparation & meeting w/DDA Board on 10/10		2.00	
		DDA/TIF Plan Update & map coordination		2.00	
		Subtotal		10.00	\$1,980.00
		<b>Total this Task 9A</b>		<b>12.25</b>	<b>\$2,475.00</b>
-----					
11		Township Board adopts a resolution of intent to update the DDA/TIFA Plan and schedules a public hearing.			
	11A	Prepare Resolution/Meeting/Calls/Emails with Township	T&M NTE		
Professional Personnel					
Oct-18					
CA	Principal	Carmine Avantini			\$198.00
		Preparation of draft adoption resolution		1.00	
		Prep. & attendance at Township Board mtg. on 10/16		3.00	
		Subtotal		4.00	\$792.00
		<b>Total this Task 11A</b>		<b>4.00</b>	<b>\$792.00</b>
-----					
		<b>TOTAL COST</b>			<b>\$5,577.00</b>

Project No.	180002	Meridian Township DDA TIFA Plan Update - Downtown Okemos (Okemos Village Area), Meridian Township, Michigan 48864		Invoice No.	1365
Billing Backup		Monthly Time Report			Saturday, January 5, 2019
Advanced Redevelopment Solutions					10:44:23 AM
	Task #	Task Name	Cost Type	Hours	Bill Rate
	7	Taxing Jurisdiction Outreach			
	7A	Meet with specific individual taxing jurisdictions as directed by the township	T&M NTE		
<b>Professional Personnel</b>					
<b>Nov-18</b>					
EPH	Principal	Eric P. Helzer			\$220.00
		DDA Plan Simplified Language		1.00	
		Prep and LCC Finance Team DDA TIF presentation		1.50	
		Meet ICEDC and ICBRA Downtown Okemos DDA Plan Update Approval		2.00	
		Meet LCC RE: DDA Plan Update Discussion		1.50	
		Meet CRAA RE: Village of Okemos DDA Plan Update		1.00	
		IC Committee Meetings RE: Village of Okemos DDA Plan Update		3.50	
		<i>Subtotal</i>		10.50	\$2,310.00
CA	Principal	Carmine Avantini			\$198.00
		Prep. & attendance at LCC mtg. & follow-up mtg. on 11/2		6.00	
		<i>Subtotal</i>		6.00	\$1,188.00
		<b>Total this Task 7A</b>		<b>16.50</b>	<b>\$3,498.00</b>
<b>10 DDA makes a recommendation to the Township Board to Approve the draft updated DDA/TIFA Plan.</b>					
	10A	Meeting/Calls/Emails with Township	T&M NTE		
<b>Professional Personnel</b>					
<b>Nov-18</b>					
EPH	Principal	Eric P. Helzer			\$220.00
		DDA Meeting		1.50	
		<i>Subtotal</i>		1.50	\$330.00
		<b>Total this Task 10A</b>		<b>1.50</b>	<b>\$330.00</b>
<b>12 The public hearing notice must be published twice in the newspaper not less than 20 days or more than 40 days prior to the public hearing. In addition, there must be:</b>					
		• Notices to property owners.			
		• Notices to taxing jurisdictions			
		• Notices to 20 locations in the DDA district			
		(Not less than 20 days or more than 40 days prior to the public hearing - 33 days before hearing)			
	12A	Supportive Assistance to Township/Calls/Emails with Township	T&M NTE		
<b>Professional Personnel</b>					
<b>Nov-18</b>					
EPH	Principal	Eric P. Helzer			\$220.00
		Coordinate TJ Agreements Village of Okemos DDA Plan Update		0.75	
		<i>Subtotal</i>		0.75	\$165.00
		<b>Total this Task 12A</b>		<b>0.75</b>	<b>\$165.00</b>
<b>13 Township Board holds a public hearing on the DDA/TIFA Plan and adopts the DDA/TIFA Plan.</b>					
	13A	Prepare Resolution/Meeting/Calls/Emails with Township	T&M NTE		
<b>Professional Personnel</b>					
<b>Nov-18</b>					
EPH	Principal	Eric P. Helzer			\$220.00
		Document Preparation		1.75	
		<i>Subtotal</i>		1.75	\$385.00
CA	Principal	Carmine Avantini			\$198.00
		Meridian Township DDA Public Hearing		4.00	
		<i>Subtotal</i>		4.00	\$792.00
		<b>Total this Task 13A</b>		<b>5.75</b>	<b>\$1,177.00</b>
		<b>TOTAL COST</b>			<b>\$5,170.00</b>

Project No.	180002	Meridian Township DDA TIFA Plan Update - Downtown Okemos (Okemos Village Area), Meridian Township, Michigan 48864		Invoice No.	1365
Billing Backup		Monthly Time Report			Saturday, January 5, 2019
Advanced Redevelopment Solutions					11:11:21 AM
	Task #	Task Name	Cost Type	Hours	Bill Rate
	7	Taxing Jurisdiction Outreach			
	7A	Meet with specific individual taxing jurisdictions as directed by the township	T&M NTE		
Professional Personnel					
Dec-18					
EPH	Principal	Eric P. Helzer			\$220.00
		Meet CADL Lansing Library 3rd Floor Committee of the Whole		1.50	
		Meet LCC Okemos DDA Plan Update Approval		2.00	
		Subtotal		3.50	\$770.00
				<b>Total this Task 7A</b>	<b>3.50</b>
					<b>\$770.00</b>
-----					
10	DDA makes a recommendation to the Township Board to Approve the draft updated DDA/TIFA Plan.				
10A	Meeting/Calls/Emails with Township			T&M NTE	
Professional Personnel					
Dec-18					
EPH	Principal	Eric P. Helzer			\$220.00
		DDA Board Meeting		1.25	
		Subtotal		1.25	\$275.00
				<b>Total this Task 10A</b>	<b>1.25</b>
					<b>\$275.00</b>
-----					
13	Township Board holds a public hearing on the DDA/TIFA Plan and adopts the DDA/TIFA Plan.				
13A	Prepare Resolution/Meeting/Calls/Emails with Township			T&M NTE	
Professional Personnel					
Dec-18					
EPH	Principal	Eric P. Helzer			\$220.00
		Meet Twp Board holds Public Hearing		2.00	
		Subtotal		2.00	\$440.00
CA	Principal	Carmine Avantini			\$198.00
		Meet Twp Board holds Public Hearing		2.00	
		Subtotal		2.00	\$396.00
				<b>Total this Task 13A</b>	<b>4.00</b>
					<b>\$836.00</b>
<b>TOTAL COST</b>					<b>\$1,881.00</b>



8.A.i

**To: Downtown Development Authority Board Members**  
**From: Chris Buck, Economic Development Director**  
**Date: January 31, 2019**  
**Re: Resolution Approving Interlocal Tax Sharing Agreements**

---

Now that the Township Board has adopted the 2018 DDA TIF plan and all taxing jurisdictions have made their decisions to join or not join our tax sharing request, the final step is to execute a tax sharing agreement between Meridian Township, the Meridian DDA and each taxing jurisdiction. These agreements have, or will have been, reviewed by our consultant, township staff, township attorneys and the taxing jurisdiction staff and attorneys. By the time staff is prepared to ask for signatures, all parties will have agreed that these documents are satisfactory.

This resolution signifies that the Meridian DDA Board approves the chair and secretary to consummate the legal agreement. The Township Board will be reviewing the same resolution at their meeting tomorrow night.

Motion for Board Consideration:

**MOVE TO ADOPT THE RESOLUTION APPROVING INTERLOCAL TAX SHARING AGREEMENTS.**



**CHARTER TOWNSHIP OF MERIDIAN  
DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION APPROVING INTERLOCAL TAX SHARING AGREEMENTS**

**RESOLUTION NO. \_\_\_\_\_**

At a duly-scheduled meeting of the Charter Township of Meridian Downtown Development Authority Board, Ingham County, Michigan, held at the Meridian Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864 on February 4, 2019 at 7:30 a.m.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the Meridian Township Downtown Development Authority (“DDA”) was incorporated in 2005 pursuant to the Downtown Development Authority Act, as amended and recodified at MCL 125.4201 *et seq.* (“Act”); and

**WHEREAS**, the DDA is permitted by the Act to capture certain tax revenue from various taxing jurisdictions which are authorized to levy taxes on property within the established downtown district; and

**WHEREAS**, the Development Plan and Tax Increment Financing Plan Amendments (the “Plan” and “Plan Amendments”) were adopted by the DDA on October 10, 2018 and the Township Board on December 4, 2018 in accordance with the Act, and set forth the plans, projects, and improvements to be undertaken by the DDA in the District, the taxes and revenues resulting from the assessed valuation and tax revenue captured by the DDA from properties located within the District, and authorize the DDA to enter into tax sharing agreements with affected tax jurisdictions; and

**WHEREAS**, the Plan and Plan Amendments were presented to the Capital Area Transportation Authority, Capital Region Airport Authority, Ingham County, and Lansing Community College (“Taxing Jurisdictions”); and

**WHEREAS**, the Act allows agreements to share a portion of the captured assessed value of the District to be made between the DDA, each Taxing Jurisdiction, and the Township; and

**WHEREAS**, in accordance with Sections 203 and 214 of the Act (MCL 125.4203 and MCL 125.4214), the parties desire to enter into Inter-Local Agreements Granting Limited Waivers of Exemption of Property Taxes from Capture by Meridian Charter Township Downtown Development Authority (“Agreements”) to provide for the capture by the DDA, of a portion of each Taxing Jurisdiction’s taxable value within the DDA District, subject to the terms and conditions set forth in the Agreements.

**NOW, THEREFORE, BE IT RESOLVED** by the DDA Board that:

1. It approves and authorizes the Agreements with the Charter Township of Meridian and the Taxing Jurisdictions; and
2. It authorizes its agents and attorneys to finalize and approve specific terms requested by each Taxing Jurisdiction; and
3. DDA Chair Susan Fulk and Secretary Demetrios James Spanos are authorized to execute the finalized Agreements with the Taxing Jurisdictions; and
4. All resolutions or parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED:

YEAS: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

**CERTIFICATION**

STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF INGHAM     )

The undersigned Secretary of the Charter Township of Meridian Downtown Development Authority Board hereby certifies this to be a true and complete copy of Resolution No. \_\_\_\_\_, duly adopted at a duly-scheduled meeting of said Board held on the 4<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Demetrios James Spanos, DDA Board Secretary



8.A.ii

**To: Downtown Development Authority Board Members**  
**From: Chris Buck, Economic Development Director**  
**Date: January 31, 2019**  
**Re: MEDC Assistance for TIF Policies and Procedures**

---

As discussed at our last DDA Board meeting, there is a new scope of work that needs to be done now that the 2018 DDA TIF plan has been adopted. The creation of policies, procedures and applications to disburse the monies collected by the TIF need to be created and adopted.

As a Redevelopment Ready Certified community, we've been told there is technical assistance funding available via the MEDC. In your board packet is a scope of work and budget provided by CIB Planning. CIB worked in conjunction with Advanced Redevelopment Solutions on the DDA TIF process and is one of a few certified training consultants for the MEDC. They are well equipped to complete this task with the utmost professionalism, speed and accuracy.

It is unclear at this time whether the MEDC will enter into the agreement with CIB planning and pay them directly, or if the DDA will execute the agreement and the DDA will receive the funds from the MEDC to pass along to CIB Planning.

To ensure this process moves along, I recommend the DDA board discuss this matter and consider the following resolution so we can move forward before the next DDA meeting.

Motion for Board Consideration:

**MOVE TO APPROVE DDA CHAIR SUSAN FULK TO ENTER INTO AN AGREEMENT WITH CIB PLANNING FOR WORK OUTLINED IN THE MERIDIAN TOWNSHIP DDA WORK PLAN IMPLEMENTATION PROPOSAL SO LONG AS THE MEDC AGREES TO PAY FOR THE WORK, WHETHER DIRECTLY TO THE VENDOR OR TO THE MERIDIAN DDA TO BE PASSED ALONG TO THE VENDOR, AND THERE IS NO NET EXPENSE TO THE DDA.**

		CA	JS	MK				
		\$138	\$120	\$200				Subtotals
<b>MERIDIAN TOWNSHIP DDA IMPLEMENTATION</b>								
<i>Administration</i>								
	Misc. administration	2						\$276
	Kick-off meeting with staff	4	4					\$1,032
								<b>\$1,308</b>
<b><i>TASKS</i></b>								
<b><i>TASK 1. PRIORITIZE DDA PLAN PROJECTS</i></b>								
	Assemble project materials for DDA Board meeting	2	8					\$1,236
	Initial meeting with DDA Board	4	4					\$1,032
	Follow-up draft project prioritization list	1	4					\$618
	Distribution to DDA Board		1					\$120
								<b>\$3,006</b>
<b><i>TASK 2. CREATE A PROJECT REQUEST EVALUATION/RATING PROCESS</i></b>								
	Preparation of draft evaluation criteria and rating process	4	6					\$1,272
	Meeting with DDA Board	4	4					\$1,032
	Preparation of Visioning Statement							\$0
								<b>\$2,304</b>
<b><i>TASK 3. FUNDING REQUEST APPLICATION PREPARATION</i></b>								
	Prepare funding application materials	5	15					\$2,490
	Meeting with DDA Board	4	4					\$1,032
	Revisions to materials based upon Board comments	1	4					\$618
								<b>\$4,140</b>
<b><i>TASK 4. TAX CAPTURE FUNDING DEVELOPMENT AGREEMENT PREPARATION</i></b>								
	Preparation of Draft Development Funding Agreement			14				\$2,800
	Review by consultants & staff	4	2					\$792
	Meeting with DDA Board		4					\$480
	Revisions to agreement			1				\$200
								<b>\$4,272</b>
<b><i>TASK 5. ASSISTANCE WITH TOWNSHIP BOARD REVIEW</i></b>								
	Meeting preparation	1	3					\$498
	Joint Township Board and DDA Board Meeting	5	5					\$1,290
	Follow-up revisions	1	2					\$378
								<b>\$2,166</b>
<b><i>TASK 6. REVIEW OF FIRST PROJECT REQUEST</i></b>								
	Review of projects submission for completeness & coord.	1	4					\$618
	Review of project request	1	4					\$618
	Meeting with DDA Board		4					\$480
	Misc. follow-up coordination & revisions	1	4					\$618
								<b>\$2,334</b>
	<b><i>Hour Totals</i></b>	45	86	15	0	0		
							Fahey	\$3,000
							CIB	\$16,530
								<b>\$20,000</b>
<b><i>Reimbursable Expenses:</i></b>								
	includes mileage, public involvement printing, document printing, misc. expenses							
								<b>\$19,530</b>
								<b>TOTAL ED PLAN</b>

## **MERIDIAN TOWNSHIP DDA WORK PLAN IMPLEMENTATION**

*Draft 1-22-19*

To implement the recommendations in the newly updated Meridian Township DDA Plan, the Meridian Township DDA Board will undertake a work program that supports the revised List of Improvements found in that document. This will be done with the assistance of consultants that will undertake *development* of a review process for applications, prepare associated application materials, and work with the DDA Board to provide review and direction. More specifically, an evaluation process is needed primarily for items #12, Private Infrastructure Improvements, and #13, Gap Funding. The following is a list of tasks to be undertaken in preparation for anticipated tax increment capture starting in 2020:

### ***TASK 1. PRIORITIZE DDA PLAN PROJECTS***

The consulting team will work with the DDA Board to prioritize projects identified in the updated DDA Plan. These were intentionally written broadly to cover a wide range of projects that may be identified. As a result, the Proposed Improvements list in the DDA Plan details projects that will compete for the Board's time and energy. While they are all important to development in the Township, some will be more long-term while others more immediate as the Board works toward implementation. The projects identified in the Improvements list of the DDA Plan will therefore be prioritized, along with more detailed sub-projects, deciding which ones should be tackled first.

### ***TASK 2. CREATE A PROJECT REQUEST EVALUATION/RATING PROCESS.***

One of the key improvements listed in the DDA Plan is the ability of the Township, at its own discretion, to commit project-specific future tax increment capture back to private projects, for a specified period of time. It is important for the DDA Board to have a mechanism in place to evaluate and rate each request. The consulting team will work with the DDA Board to create an evaluation and rating process for funding requests, using the above project prioritization as a basis. This will help ensure a fair process and assist in determining the amount and length of tax capture needed for each project.

### ***TASK 3. FUNDING REQUEST APPLICATION PREPARATION.***

The consulting team will create a funding request application packet for use by the Township and DDA Board that describes the program and includes: 1) funding request evaluation criteria; 2) an application form and a list of required information; 3) a sample pro-forma to assist applicants; and 4) any other information deemed important by the DDA in its review process.

### ***TASK 4. TAX CAPTURE DEVELOPMENT AGREEMENT PREPARATION.***

Once a project is selected for tax increment funding, in accordance with the DDA Plan and above rating process, a development agreement is needed to specify the conditions of funding including the project description, development activities to be funded, timing of funding payment, project phasing, etc. This agreement will be drafted by the City Attorney, in conjunction with City staff and consultants, and become a template for future requests.

***TASK 5. ASSISTANCE WITH TOWNSHIP BOARD REVIEW.***

Since all funding requests will have to be approved by the Township Board, the DDA Board, staff, and consulting team will meet with the Township Board to present and review the above program and materials. This will help insure that the Township Board and DDA Board have the same understanding and expectations for the project. Any necessary revisions will be made after the meeting and then the final draft submitted to the DDA Board for final acceptance.

***TASK 6. REVIEW OF FIRST PROJECT REQUEST.***

The consulting team will assist the DDA Board and staff with the first project request review, to provide direction and advice. This will help both groups better understand how to evaluate future funding requests and maintain consistency. This first review will also help identify possible changes that are needed to the application documents, for consulting team update.



## CHARTER TOWNSHIP OF MERIDIAN Development Projects Update

January 2019

### Businesses Opened:

- **Office Depot**, 2020 W. Grand River Ave Okemos (Best Buy Plaza)
- **Gallagher Law/Simplified Tax**, 6025 N. Hagadorn, East Lansing - vacant bank in Carriage Hills.

### Ribbon Cuttings/Opening Dates Announced (some estimated):

- **Launch Trampoline Park**, Meridian Mall Gordman's Space. February 2019

### Commercial use under construction

- **VIP Nail Bar**, 3552 Meridian Crossings, Okemos
- **Soldans Pet Supply**, 2283 W. Grand River Ave. Relocation expected in Mid 2019
- **Portnoy and Tu**, 2476 Jolly Road, Okemos. Relocation for dentist office.
- **X-Golf**, 4950 Marsh Road, Okemos. Indoor golf driving range in Target Shopping Center
- **Paradise Indian Restaurant**, 4760 Marsh Road, Okemos (former McAllisters)
- **Diamond Nails**, 4749 Central Park Drive, Okemos (former Hampton Jewelers)
- **Pizza Hut**, 3320 E. Lake Lansing Road
- **J-Dubb's Signature Subs**, 2160 W. Grand River Ave, Okemos (former Subway)
- **Big Lots**, 2020 W. Grand River Ave, Okemos (Best Buy Plaza)
- **Panera Bread**, 2080 W. Grand River Ave, Okemos. Demo and rebuild BD Mongolian Grill.
- **Firestone Complete Auto Care**, 2700 E. Grand River Ave, East Lansing. Repurposing Auto Repair facility
- **Orthopedic Rehab Specialists**, 5100 Marsh Road, Suite G, Okemos

### Residential or Long Term Construction/Phasing

- **Chamberlin Townhouses**, Chamberlin Way, Haslett. Off Marsh Road north of Lake Lansing Road
- **Ingham County Medical Care Facility**, 3860 Dobie Road, Okemos. 64,000 square foot (48 room) addition
- **Marriot Courtyard**, Meridian Crossing Drive. 105 rooms
- **Elevation**, 2362 Jolly Oak Road, Okemos. 350+ residential units
- **New Hope Church**, 2170 E. Saginaw Road, East Lansing

### Approved/not yet commenced

- **Silverstone Estates**, 25 single family residential homes at Powell Road north of Grand River

### Under consideration

- **Copper Creek Condominiums**, 45 acres NE corner of Haslett & Van Atta. 102 residential lots.
- **O'Reilly Auto Parts**, 2703 Grand River Ave East Lansing. Former Paul Revere Tavern Site.
- **LaFontaine FCA Dealership**, NE Corner Powell Road and Grand River Ave, Chrysler, Jeep, Ram
- **Fox Nissan Dealership**, Grand River Ave east of Central Park, next to existing Panera
- **Fedewa Homes**, 1730 Chief Okemos Circle - two apartment buildings totaling 15 units
- **Hannah Farms East**, mixed use/student housing proposed at Eyde Pkwy *\*\*dormant for now\*\**

### Closings/Relocations

- **Subway**, 2160 W. Grand River Ave, Okemos.
- **Salvation Army**, 2655 E. Grand River Ave, East Lansing
- **Hallmark**, 1657 Haslett Road, Haslett. Haslett Village Square
- **Vitamin Shop**, 2090 W. Grand River Ave, Okemos