



AGENDA

CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority

May 6, 2019 7:30 am
Fire Station – Community Room
5000 Okemos 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. APPROVAL OF MINUTES – April 8, 2019
 - A. Revised and adopted minutes March 4, 2019 (no further approval needed)
5. PUBLIC REMARKS

6. FINANCIAL REPORT
7. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill 4.2019

8. OLD BUSINESS
 - A. TIF Policies and Procedures Subcommittee Presentation
 - B. Village of Okemos Approval Process Update

9. NEW BUSINESS
 - A. Discussion: Future DDA Budgets – Non-Project Specific Uses for TIF Funds

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
 - A. Business Owners Village Open House Today 9:00am at Playmakers
16. PUBLIC REMARKS
17. NEXT MEETING DATE
 - A. June 3, 2019, 7:30am – Town Hall Room, 5151 Marsh Road, Okemos

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: 5000 Okemos Road, Okemos, MI 48864 Township Hall



Charter Township of Meridian
Downtown Development Authority (DDA)
Municipal Building, 5151 Marsh Rd., Okemos, MI 48864
Monday, April 8, 2019 – Minutes -DRAFT

Members

Present: Jim Raynak, Susan Fulk, Peter Campbell, Renee Korrey, Jim Spanos and Supervisor Ron Styka

Members Scott Weaver, Bill Cawood, and Will Randle

Absent:

Staff

Present: Community Planning and Development Director Mark Kieselbach, Township Manager Frank Walsh, Finance Director Miriam Mattison, and Executive Assistant Michelle Prinz

Others

Present: None

1. CALL MEETING TO ORDER

Chair Fulk called the meeting to order at 7:31am. Member Spanos stated he had questions regarding the Village of Okemos concept plan. Chair Fulk stated she would add that as item b of new business.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF MEETING MINUTES OF MARCH 4, 2019

James Hart representing the Masons asked to change the percentage from 15 to 45 percent of the third block under public remarks. The change was noted.

MOTION BY MEMBER KORREY TO APPROVE THE MINUTES. SUPPORTED BY MEMBER RAYNAK. MOTION APPROVED 6-0.

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

Staff provided a summary update on the March 2019 Financial Report. Report on file.

6. AUTHORIZATION OF PAYMENTS

- a. Reviewed Consumers Energy 2.2019 bill totaling \$130.27.

MOTION BY MEMBER KORREY TO APPROVE THE PAYMENT FOR THE CONSUMERS ENERGY IN THE AMOUNT OF \$130.27. SUPPORTED BY MEMBER RAYNAK. MOTION APPROVED 6-0.

7. OLD BUSINESS

- a. TIF Policies and Procedures Subcommittee Update

The subcommittee has been working on identifying priorities and those will include private and public infrastructure. They will have two more meetings this month. Once they conclude their recommendations will be brought back to the DDA for a vote and if approved move onto the Township Board.

8. NEW BUSINESS

- a. Business Open House Possibility for Village Presentation Plus Q & A

Kate Synder from Piper and Gold Public Relations is working on communications support for the Village of Okemos. She reported although they have been doing neighborhood presentations, they have not spoken with the business community. She suggested co-hosting a breakfast presentation with the DDA at Playmakers to discuss the project.

MOTION BY MEMBER KORREY TO PARTNER WITH PIPER AND GOLD PUBLIC RELATIONS TO REACH OUT TO LOCAL OKEMOS BUSINESSES AND HOST A BREAKFAST PRESENTATION AT PLAYMAKERS IN MAY. SUPPORTED BY MEMBER RAYNAK. MOTION APPROVED 6-0.

- b. Village of Okemos Concept Plan

Member Spanos had questions and the group discussed the preliminary layout of the project including number of floors, units and parking. Discussion centered on making sure the project has adequate parking for the visitors.

9. TOWNSHIP BOARD REPORT

Supervisor Styka reported the Board will be hosting a special meeting to discuss road funding and the Okemos camelback bridge.

10. PLANNING COMMISSION REPORT

Planning Commissioner Peter Trezise provided a summary of recent Planning Commission activities.

11. TOWNSHIP MANAGER REPORT

- A new phone system is being installed
- Working on re-negotiating the Redi-Ride contract
- Closing on the Farmers' Market project with the Mall
- Brianne Randall Gay's independent investigation is complete
- The Township received a 2.3 million dollar grant from the DEQ for the Village of Okemos project
- The Township Board will be discussing "going green" with electronic packets
- The Police Department has implemented a new senior watch program
- In court regarding Haslett Marathon redesign

12. CHAIR REPORT

None.

13. STAFF REPORT

Reviewed the April update of development projects.

14. OPEN DISCUSSION/BOARD COMMENTS

None.

15. PUBLIC REMARKS

Trustee Deschaine reported he has been working on the new DDA and TIFA reporting for the State of Michigan.

16. NEXT MEETING DATE

a. May 6, 2019, 7:30am

17. ADJOURNMENT

The meeting adjourned without objection at 8:26 am.



Charter Township of Meridian
Downtown Development Authority (DDA)
Municipal Building, 5151 Marsh Rd., Okemos, MI 48864
Monday, March 4, 2019 – Minutes –AMENDED AND APPROVED

Members

Present: Will Randle, Jim Raynak, Bill Cawood, Jim Spanos, Peter Campbell, Renee Korrey, and Supervisor Ron Styka

Members

Absent: Susan Fulk and Scott Weaver

Staff

Present: Community Planning and Development Director Mark Kieselbach, Economic Development Director Chris Buck

Others

Present: Phil Deschaine, Township Treasurer and Peter Trezise, Planning Commission

1. CALL MEETING TO ORDER

Vice-Chair Korrey called the meeting to order at 7:30am.

2. MISSION – Vice Chair Korrey read the DDA Mission

3. APPROVAL OF THE AGENDA

MOTION BY MEMBER RANDLE TO APPROVE THE AGENDA. SUPPORTED BY MEMBER RAYNAK. MOTION APPROVED 7-0.

4. APPROVAL OF MEETING MINUTES OF FEBRUARY 4, 2019

Vice-Chair Korrey noted that the minutes indicate that Member Spanos was absent from the meeting, but also reflects that he supported the motion to approve the agenda. She requested that staff review the notes and correct the error.

MOTION BY MEMBER RAYNAK TO APPROVE THE AMENDED MINUTES. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 7-0.

5. PUBLIC REMARKS - none

6. FINANCIAL REPORT

Staff provided a summary update on the February 2019 Financial Report.

Member Spanos voiced several questions regarding the report and requested clarity on beginning balances, revenue and expenses as they didn't add up according to his math. Staff agreed to provide a more comprehensive explanation including supporting bank statements moving forward.

Vice Chair Korrey questioned the process of motioning to formally approve the financial reports. Her history shows that the prior DDA boards noted the report was received and is to be placed on file. After board discussion it was agreed to acknowledge the receipt of the financials and place the report on file.

7. AUTHORIZATION OF PAYMENTS

- a. Reviewed Consumers Energy 2.2019 bill totaling \$159.86.
- b. Reviewed the RCPD Braille invoice totaling \$513.00.

MOTION BY MEMBER CAWOOD TO APPROVE PAYMENT TO CONSUMERS AND RCPD. SUPPORTED BY MEMBER RANDLE. MOTION APPROVED 7-0.

8. OLD BUSINESS

a. Interlocal Agreement Status Update

Director Buck explained the stats of the legal agreements between the Township and the Taxing Jurisdictions (LCC, CRAA, CATA and Ingham County). They are all in the process and meetings are occurring this month to solidify these agreements.

b. TIF Policies and Procedures Update

Director Buck announced that a subcommittee of the DDA has been convened. Chair Fulk, and Members Korrey and Raynak will service in this capacity along with Township Supervisor Styka and Treasurer Deschaine. Meetings will be March 5th and March 19th. A presentation of the results will be made to the full DDA Board at its April meeting.

9. NEW BUSINESS

a. DDA Bank Resolution – Update Signature Cards

Director Buck explained that the signature cards needed to be updated and presented a resolution to be considered. Member Raynak questioned why DDA Treasurer Spanos is left off and Director Buck is listed as a signer.

MOTION BY VICE-CHAIR KORREY TO APPROVE THE RESOLUTION REPLACING DIRECTOR BUCK WITH TREASURER SPANOS. SUPPORTED BY MEMBER RANDLE. MOTION APPROVED 7-0.

During discussion on the Okemos Village Concept Plan Vice-Chair Korrey requested that staff reach out to the Ingham County Road Department to attend the next DDA meeting to update the board on their plans not only for the village, but the bridge work which is also within the DDA. Director Buck agreed to do so.

10. TOWNSHIP BOARD REPORT

Supervisor Styka reported the following Board progress:

- Medical Marihuana ordinance to be discussed in a joint meeting of the Township Board and Planning Commission on March 12th

- Staff is researching the details regarding a possible road millage to create a 10-year plan to bring all roads up to a score of “good” with a plan to sustain them
- Redi Ride funding
- Farmers Market relocation is progressing
- The Fire Department ISO rating has been improved from a score of 4 to a score of 3, which should reduce the insurance costs for residents
- According to Niche.com, Okemos is among the top 10 places in the US to live

11. PLANNING COMMISSION REPORT

Planning Commissioner Peter Trezise provided a summary of recent Planning Commission activities including revising the senior care ordinance and approving a rezoning of a parcel north of Whole Foods.

12. TOWNSHIP MANAGER REPORT - none

13. CHAIR REPORT - none

14. STAFF REPORT

Director Buck reviewed the January update of development projects. The mall representatives recently toured the vacant Younkers sites with prospective tenants so there is some cause for optimism.

15. OPEN DISCUSSION/BOARD COMMENTS

Member Spanos asked if the Personal Property Taxes will still be captured under the new TIF plan. Director Buck responded yes, but that the base has been reset and the values will be very low until development occurs.

16. PUBLIC REMARKS

James Hart representing the Masons made the following comments:

- The DDA should consider televising discussion regarding payouts of the DDA TIF money
- The Developer should consider extending the improvement on Hamilton past Ardmore to Liverance during phase one
- He would like to know what the extent of the environmental contamination is under the Douglas J and Masons block, what the clean-up would look like and when it would occur, the Masons own 45% of that third block.
- He is generally in support of the development but wants to remain apprised of how and when the Mason’s building may fit into the overall development project.

17. NEXT MEETING DATE

- a. April 8, 2019, 7:30am

18. ADJOURNMENT

The meeting adjourned without objection at 8:22 am.

Meridian Twp DDA
Preliminary Financial Statements
 Period Ending 04/30/2019 - UNAUDITED

BALANCE SHEET

	Year to Date
ASSETS	
Cash	\$62,784.09
Due from General Fund	\$0.00
Taxes Receivable	\$0.00
Accounts Receivable	\$0.00
Prepaid Expense	\$0.00
TOTAL ASSETS	\$62,784.09
 LIABILITIES	
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
 FUND BALANCE	
Fund Balance 12/31/18	(\$127,800.22)
2019 YTD Net Income	\$40,180.19
TOTAL FUND BALANCE	(\$87,620.03)
TOTAL LIABILITIES & FUND BALANCE	\$62,784.09

INCOME STATEMENT

	<u>March</u>	<u>April</u>	<u>Year to Date</u>
REVENUES			
Tax Capture	\$0.00	\$27,299.39	\$26,855.49
PPT Reimbursement	\$0.00	\$0.00	\$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	\$27,299.39	\$39,619.53
 EXPENDITURES			
Operating Costs	\$125.27	\$104.65	\$560.34
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	(\$1,121.00)
TOTAL EXPENDITURES	\$125.27	\$104.65	(\$560.66)
2019 Net Income	(\$125.27)	\$27,194.74	\$40,180.19

Fund 900 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
900-000.000-001.000	CASH	62,784.09
900-000.000-001.003	CASH - CELEBRATE DOWNTOWN OKEMOS	0.00
900-000.000-003.000	CERTIFICATES OF DEPOSIT	0.00
900-000.000-020.000	TAXES RECEIVABLE	0.00
900-000.000-020.500	DELINQ TAXES RECEIVABLE	0.00
900-000.000-040.000	ACCOUNTS RECEIVABLE	0.00
900-000.000-084.070	DUE FROM GENERAL FUND	0.00
900-000.000-123.000	PREPAID EXPENSE	0.00
Total Assets		62,784.09
*** Liabilities ***		
900-000.000-202.000	ACCOUNTS PAYABLE	0.00
900-000.000-202.100	CREDIT CARD PAYABLE	904.12
900-000.000-214.150	DUE TO GENERAL FUND	0.00
900-000.000-214.300	DUE TO OTHER FUNDS	0.00
900-000.000-251.000	ACCRUED INTEREST PAYABLE	0.00
900-000.000-298.030	INSTALLMENT NOTE PAYABLE	149,500.00
900-000.000-298.035	CURRENT PORTION INSTALLMENT NOTE	0.00
900-000.000-299.000	DEFERRED INFLOWS REVENUE	0.00
900-000.000-299.500	UNEARNED REVENUE	0.00
Total Liabilities		150,404.12
*** Fund Balance ***		
900-000.000-390.000	FUND BALANCE	(127,800.22)
Total Fund Balance		(127,800.22)
Beginning Fund Balance		(127,800.22)
Net of Revenues VS Expenditures		40,180.19
Ending Fund Balance		(87,620.03)
Total Liabilities And Fund Balance		62,784.09

PERIOD ENDING 04/30/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 04/30/2019	ACTIVITY FOR MONTH 04/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
900-000.000-402.000	CURRENT PROPERTY TAXES	15,000.00	26,855.49	27,299.39	(11,855.49)	179.04
900-000.000-506.000	GRANT REVENUE - LOCAL	0.00	0.00	0.00	0.00	0.00
900-000.000-576.000	OTHER INTRGOVTL REVENUE	15,000.00	12,764.04	0.00	2,235.96	85.09
900-000.000-638.222	DDA DOWNTOWN EVENTS	0.00	0.00	0.00	0.00	0.00
900-000.000-665.000	INTEREST	0.00	0.00	0.00	0.00	0.00
900-000.000-671.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
900-000.000-675.150	DONATIONS	0.00	0.00	0.00	0.00	0.00
900-000.000-695.000	CARRYOVER	0.00	0.00	0.00	0.00	0.00
900-000.000-696.000	OTHR FINANCING SRCE-BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
900-000.000-698.000	PROCEEDS FROM LOAN	0.00	0.00	0.00	0.00	0.00
900-000.000-699.000	OPERATING TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		30,000.00	39,619.53	27,299.39	(9,619.53)	132.07
TOTAL REVENUES		30,000.00	39,619.53	27,299.39	(9,619.53)	132.07
Expenditures						
Dept 000.000						
900-000.000-701.000	SALARIES	0.00	0.00	0.00	0.00	0.00
900-000.000-728.000	OPERATING SUPPLIES	3,000.00	560.34	104.65	2,439.66	18.68
900-000.000-820.000	CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
900-000.000-825.000	PROFESSIONAL CONFERENCES/DUES	0.00	0.00	0.00	0.00	0.00
900-000.000-851.000	COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00
900-000.000-890.000	Special Events	0.00	0.00	0.00	0.00	0.00
900-000.000-892.000	CELEBRATE DOWNTOWN - SPONSORED EXPENSE	0.00	0.00	0.00	0.00	0.00
900-000.000-892.500	CELEBRATE DOWNTOWN - DDA EXPENSE	0.00	0.00	0.00	0.00	0.00
900-000.000-920.000	UTILITIES-ELECTRIC/GAS/WATER	0.00	0.00	0.00	0.00	0.00
900-000.000-922.000	UTILITIES-STREET LIGHTS	0.00	0.00	0.00	0.00	0.00
900-000.000-964.000	REFUNDS	0.00	0.00	0.00	0.00	0.00
900-000.000-970.006	AARA GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00
900-000.000-974.000	CONSTRUCTION/IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
900-000.000-993.000	PRINCIPAL EXPENSE	0.00	0.00	0.00	0.00	0.00
900-000.000-995.000	DEBT SERVICE-INTEREST	4,485.00	(1,121.00)	0.00	5,606.00	(24.99)
Total Dept 000.000		12,485.00	(560.66)	104.65	13,045.66	(4.49)
TOTAL EXPENDITURES		12,485.00	(560.66)	104.65	13,045.66	(4.49)
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		30,000.00	39,619.53	27,299.39	(9,619.53)	132.07
TOTAL EXPENDITURES		12,485.00	(560.66)	104.65	13,045.66	4.49
NET OF REVENUES & EXPENDITURES		17,515.00	40,180.19	27,194.74	(22,665.19)	229.40

User: WARNER

PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 03/31/2019	ACTIVITY FOR MONTH 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
900-000.000-402.000	CURRENT PROPERTY TAXES	15,000.00	(443.90)	0.00	15,443.90	(2.96)
900-000.000-506.000	GRANT REVENUE - LOCAL	0.00	0.00	0.00	0.00	0.00
900-000.000-576.000	OTHER INTRGOVTL REVENUE	15,000.00	12,764.04	0.00	2,235.96	85.09
900-000.000-638.222	DDA DOWNTOWN EVENTS	0.00	0.00	0.00	0.00	0.00
900-000.000-665.000	INTEREST	0.00	0.00	0.00	0.00	0.00
900-000.000-671.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
900-000.000-675.150	DONATIONS	0.00	0.00	0.00	0.00	0.00
900-000.000-695.000	CARRYOVER	0.00	0.00	0.00	0.00	0.00
900-000.000-696.000	OTHR FINANCING SRCE-BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
900-000.000-698.000	PROCEEDS FROM LOAN	0.00	0.00	0.00	0.00	0.00
900-000.000-699.000	OPERATING TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		30,000.00	12,320.14	0.00	17,679.86	41.07
TOTAL REVENUES		30,000.00	12,320.14	0.00	17,679.86	41.07
Expenditures						
Dept 000.000						
900-000.000-701.000	SALARIES	0.00	0.00	0.00	0.00	0.00
900-000.000-728.000	OPERATING SUPPLIES	3,000.00	455.69	125.27	2,544.31	15.19
900-000.000-820.000	CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
900-000.000-825.000	PROFESSIONAL CONFERENCES/DUES	0.00	0.00	0.00	0.00	0.00
900-000.000-851.000	COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00
900-000.000-890.000	Special Events	0.00	0.00	0.00	0.00	0.00
900-000.000-892.000	CELEBRATE DOWNTOWN - SPONSORED EXPENSE	0.00	0.00	0.00	0.00	0.00
900-000.000-892.500	CELEBRATE DOWNTOWN - DDA EXPENSE	0.00	0.00	0.00	0.00	0.00
900-000.000-920.000	UTILITIES-ELECTRIC/GAS/WATER	0.00	0.00	0.00	0.00	0.00
900-000.000-922.000	UTILITIES-STREET LIGHTS	0.00	0.00	0.00	0.00	0.00
900-000.000-964.000	REFUNDS	0.00	0.00	0.00	0.00	0.00
900-000.000-970.006	AARA GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00
900-000.000-974.000	CONSTRUCTION/IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
900-000.000-993.000	PRINCIPAL EXPENSE	0.00	0.00	0.00	0.00	0.00
900-000.000-995.000	DEBT SERVICE-INTEREST	4,485.00	(1,121.00)	0.00	5,606.00	(24.99)
Total Dept 000.000		12,485.00	(665.31)	125.27	13,150.31	(5.33)
TOTAL EXPENDITURES		12,485.00	(665.31)	125.27	13,150.31	(5.33)
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		30,000.00	12,320.14	0.00	17,679.86	41.07
TOTAL EXPENDITURES		12,485.00	(665.31)	125.27	13,150.31	5.33
NET OF REVENUES & EXPENDITURES		17,515.00	12,985.45	(125.27)	4,529.55	74.14



Questions:
Visit: ConsumersEnergy.com
Call us: **800-805-0490**

Amount Due: \$104.65
Please pay by: May 13, 2019



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



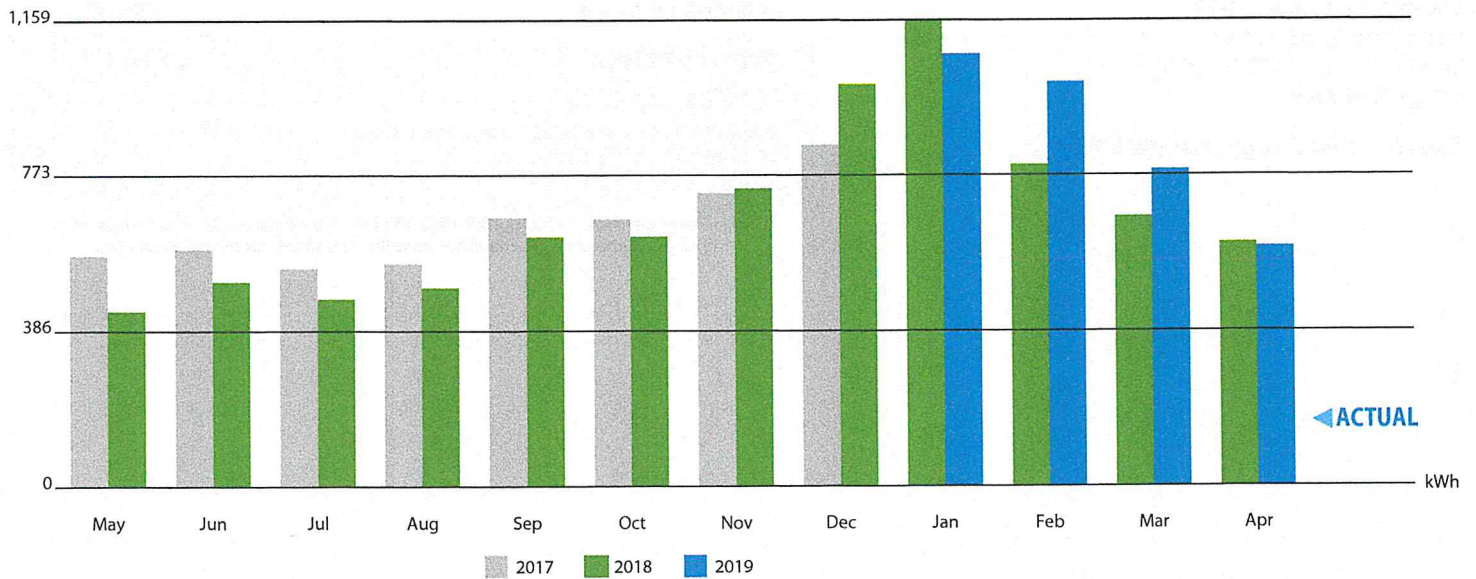
▶ **Thank You** - We received your last payment of **\$130.27** on **April 01, 2019**

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

April Energy Bill

Service dates: **March 20, 2019 - April 17, 2019 (29 days)**

Total Electric Use (kWh - kilowatt-hour)



April Electric Use

596 kWh
April 2018 use: 605 kWh

Cost per day:

\$3.61

kWh per day:

21

Prior 12 months electric use:

8,346 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.



Explore Energy Efficiency Solutions for Your Business

Discover the many ways your business can save, or tell us a little about your business to find the solutions best suited to you.

Get started
www.ConsumersEnergy.com/startsaving



Need to talk to us? Visit 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: April
Service dates: 03/20/2019 - 04/17/2019
Days Billed: 29
Portion: 14 04/19

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 05/17/2019

Electric Service:

Smart Meter
Meter Number: 31278553
POD Number: 0000004053513
Beginning Read Date: 03-20
Ending Read Date: 04-17
Beginning Read: 16542
Ending Read: 17138 (Actual)
Usage: 596 kWh

Total Metered Energy Use: 596 kWh

April Energy Bill

Invoice: 202696537333

Account Summary

Last Month's Account Balance	\$130.27
Payment on April 01, 2019	\$130.27-
Balance Forward	\$0.00

Payments applied after Apr 18, 2019 are not included.

Electric Charges

Energy	596@ 0.095527	\$56.93
Cap. Tax Reform Credit B	596@ 0.002158-	\$1.29-
PSCR	596@ 0.000490-	\$0.29-
System Access		\$20.00
Distribution	596@ 0.042472	\$25.31
Dist. Tax Reform Credit B	596@ 0.003514-	\$2.09-
Energy Efficiency		\$4.47
Power Plant Securitization	596@ 0.001139	\$0.68
Low-Income Assist Fund		\$0.93

Total Electric \$104.65

Total Energy Charges \$104.65

Amount Due: **\$104.65**
by May 13, 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 for details about the above charges.

NEWS AND INFORMATION

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.

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/ratesbiz.

Questions about your bill? Get an explanation of charges and learn more at www.ConsumersEnergy.com/business.

Meridian Township

TAX INCREMENT FINANCING (TIF)

ASSISTANCE

Application Packet



A PRIME COMMUNITY

Dear Prospective Developer,

Welcome to Meridian Township.

Sincerely,

**Community Development Department
Director of Community Development**

Dear Applicant:

This packet contains information and materials necessary for submitting an application for Tax Increment Financing (TIF) assistance from the Meridian Township Downtown Development Authority.

This packet includes the following:

- ➔ TIF Assistance Application Approval Process Overview
- ➔ TIF Application
- ➔ Personal Profile Form
- ➔ Sources & Uses of Funds, Detailed Pro Forma and Revenue Projection Worksheets

Please complete every section of this application, incomplete applications will not be accepted. If any of the aforementioned items are missing from your packet, please feel free to contact Chris Buck, Economic Development Director at (517) 853-4568.

Funding Priorities

The Meridian Township DDA adopted a Tax Increment Finance and accompanying Development Plan (Plan) which captures new incremental tax revenues beginning in 2019 and concluding in 2039. Over the past few years the economy has shifted significantly, and the township has identified Downtown Okemos as:

- a critical redevelopment area in need of blight elimination;
- an area with businesses shuttering, resulting in a dwindling tax base;
- having parcels with environmental contamination that pose as a threat to human health and the environment and are barriers to support safe and economical redevelopment, and;
- an area where previously proposed redevelopment projects have failed on key District blocks due to the aforementioned issues.

Further, the Meridian Township DDA and has identified specific projects within the DDA District (District) that need funding. These projects will help position Downtown Okemos toward becoming a great downtown destination and place to live, shop and work. These priorities are identified below, in order of value priority, and will be the basis from which proposed projects are funded, should those projects meet specific criteria.

1. **Public Infrastructure Improvements** – Public improvements covers a wide array of projects including street lighting, streetscape enhancements, water and sewer improvements, electrical improvements, burying of existing and new utilities, storm water improvements, parking improvements and generally anything else that falls within the public right-of-way, easement or public realm.
2. **Private Infrastructure Improvements** – As part of redevelopment, developers are often required to improve private infrastructure or anything on a private property (not in a public right-of way). The DDA is able to assist with offsetting these costs, specifically when it comes to integrated parking structures such as vertical and underground parking, utilities, water and sewer tap fees, soft costs and others that support density in accordance with local zoning, master plans and township goals but may be cost prohibitive to complete the project. Although these improvements are considered private for funding purposes, they have public benefit and support the redevelopment efforts of the township and DDA.
3. **Façade Improvements** – Typically, DDA’s utilize a portion of tax increment revenue funds to assist business owners with façade improvements for buildings in need of repair or upgrade within the District. This is usually set up as a low interest loan or competitive grant program with match requirements. These programs work great for improving the image of the buildings within the DDA District.
4. **Streetscape** – Having an attractive, well designed streetscape strengthens the public realm within downtown corridors. It can enhance the image of the community, adds landscaping and other artistic elements and is complimentary to the pedestrian environment. Streetscape enhancements include but are not limited to planter boxes, waste receptacles, benches, brick pavers, decorative fencing, trees and tree grates, sculptures and other pieces of art and costs related to improving the street itself.
5. **Site Preparation** – Costs associated with site preparation can be significant for both public and private investment. These costs include such activities as clearing & grubbing, compaction and sub-base preparation, cut and fill operations, dewatering, excavation for unstable material, foundation work to address special soil concerns, retaining walls, temporary sheeting/shoring, specific and unique activities, etc., anything on private property not in a public right-of-way to support density and prohibitive costs to allow for greater density in

accordance with local zoning, master plans and township goals.

6. **Environmental Activities** – Environmental Activities would include activities beyond what may be supported by the Michigan Department of Environmental Quality (MDEQ) under an approved Brownfield Plan and Act 381 Work Plan to protect human health and the environment, off-set cost prohibitive environmental costs and insurance needs, etc.
7. **Public Spaces** – Many people equate public spaces to parks, but they can also include public alleys, community centers, non-park public owned green spaces and many more. Projects that can enhance these spaces all fall under the eligible activity expenses of the DDA.
8. **Gap Funding** – Recognizing that the cost of mixed-use, traditional development is higher than it is for undeveloped sites, the Township may, at its own discretion, commit project-specific future tax increment capture back to private projects for a specified period of time. The goal is to provide funding to close the “gap” that prevents the project from becoming a reality due to financial feasibility. For example, if the pro-forma for a project indicates that it cannot generate enough income to cover the cost of construction and a reasonable rate of return for a developer/investor, future tax increment can be committed to that development to make is feasible. It can also be used as a tool to attract companies and businesses to the township to create new employment opportunities within the DDA District.

Projects meeting or exceeding the scoring criteria driven by the priorities above could potentially qualify for project specific Tax Increment Financing to assist with the successful implementation of the project(s).

Meridian Township Tax Increment Financing (TIF) Application Approval Process Overview

A subcommittee of the DDA reviews all applications for Tax Increment Financing (TIF) assistance. The process outlined below usually takes at least 30-60 days, although more complex projects typically require more time to review and approve.

1. Convene Introductory Meeting Prior to Formal Submission of TIF Application

Prior to preparation of a formal TIF application, prospective applicants should request a meeting with the DDA Subcommittee to discuss the concept of the potential project and its scope as well as to obtain general information.

2. Submission & Review of TIF Application

The DDA requires submission of a formal application for TIF assistance in order to consider an applicant's request for TIF assistance. TIF assistance may only be used to pay for eligible costs in accordance with the Applicable Michigan Statutes. An application must include the items referenced in the TIF application checklist, (see the enclosed application) and applicants are required to demonstrate a financial need or TIF assistance as well as the public benefit of the payment.

The submission will be reviewed by the subcommittee of the DDA for conformance with the guidelines of the Tax Increment Finance Assistance Program. An application will be considered complete after it has been signed, finances have been reviewed, an assessor's report has been issued and the subcommittee has reviewed and authorized the application for scoring by the entire DDA Board of Directors.

3. Present Proposed Developer Scope/Project to DDA

4. DDA Scores Project and Votes to Recommend Full Approval, Partial Approval or Denial of the Project Application.

5. Township Board Reviews Recommendation from the DDA and Votes to Approve or Deny the Application

6. Execute Development Agreement

7. Implement Project / Payout Funds

Meridian Township DDA TIF Application Checklist

Please Include This Checklist When Applying For TIF Assistance.

General Project Information

- Summary Letter
- Copies for DDA
- Project Narrative
- Site Map(s)

Detailed Project Information

- List of Parcel Identification Numbers (PIN's)
- Affordable Housing
- Table of Residential Unit Mix
- Renderings of Project
- Project Timeline
- Public Benefits
- Residential Displacement
- Evidence of Site Control

Project Financial Information

- Sources and Uses of Funds
- Employer Personnel Needs
- Request for TIF Assistance
- Budget of TIF Eligible Expenses
- Pro Forma Income & Expense Schedule
- Analysis of Financial Need
- Financial Commitment
- Most Recent Property Tax Bills
- Appeal of Property Taxes
- Other

Professional Studies

- Market Studies/ Demonstration of Need
- Environment Studies & Reports
- Other Studies & Reports
- Traffic Impact
- Appraisal

Developer Information

- Ownership Structure
- Financial Statement
- Resumes & Experience of Principals
- Principal Profile Information
- Developer License Number

Compliance Information

- Development Budget
- Affidavit & Escrow Agreement
 - o Affidavit/Escrow agreement filled out in its entirety
(Affidavit must be signed and notarized by both buyer & seller)
 - o Copy of most recent Violation Notice
 - o Itemized contractor's proposal from licensed contractor
 - o Proof of contractor's licensing

**Meridian Township
Downtown Development Authority
Tax Increment Financing (TIF) Assistance
Application Requirements**

The subcommittee of the DDA reviews all applications for TIF assistance. In order for the subcommittee to effectively evaluate a request for TIF assistance, the Applicant must:

- Provide all applicable items in a single submission
- Organize the submission and present the required information in the manner indicated below
- Provide five (5) copies of the submission

Failure to provide all the required information in a complete and accurate manner, could delay the processing of your application. The DDA subcommittee reserves the right to reject or halt the processing of applications that lack all required items.

The Following is a General Overview of the Items Referenced In The TIF Application Checklist:

General Project Information

Summary Letter

Provide a summary of the project in the form of a letter addressed to the Economic Development Director. The letter should not exceed two (2) pages in length and should include only the following essential information about the project:

- | | |
|---|--|
| → Description of site(s) or building(s), including address and TIF District | → Overview of private-sector financing |
| → Current and proposed uses | → Amount of TIF assistance requested |
| → Description of end users | → Statement regarding why TIF is essential |
| → Project start and end users | → Summary of increment projections |
| → Name of developer and owner | → Profitability |
| → Total development costs | → Description of public benefits, including job creation |

Project Narrative

Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:

- Current condition of the site and historical overview that includes the size and condition of any existing structures, environmental conditions, and past uses of the site.
- Proposed use(s) or project (e.g. industrial, commercial, retail, office, residential for sale or for rental, senior housing, etc.)
- Construction information about the project including size of any existing structure to be demolished or rehabbed; sized of any new construction; types of construction materials (structural and finish); delineation of square foot allocation by use; total number and individual square footage of residential units; type of residential units (e.g. for-sale, rental, condominium, single-family, etc.); number and type of parking spaces provided; and construction phasing.
- Confirm that this project is consistent with goals and objectives identified in the Township's Comp Plan.

Site Map(s)

Provide a map that shows the location of the site. Also provide a map that focuses on the project and its immediate surroundings. Both maps should be no longer than 11x17.

Detailed Project Information

List of PIN's

Identify the specific Parcel Identification Numbers (PIN's) included in the proposal. Also include the "base" SEV for each of these PIN's. This information can be obtained in the TIF District Redevelopment Plan and from the Ingham County Assessor's Office.

Table of Residential Unit Mix

Provide a detailed overview of the residential units in the project. Details must include: the number and type of unit (i.e. number of bedrooms and bathrooms), unit size measured in square feet, construction cost per square foot, base sales price, "write-down" for affordable units, and the projected amount of total sales revenue.

Renderings of Project

Provide preliminary architectural elevations, plans and renderings for the project. These drawings should be no larger than 11x17 inches.

Project Timeline

A comprehensive project timeline is required. Include anticipated dates for site acquisition, project start and completion, as well as other project milestones. Multi-phase projects must include details for each phase. The timeline should also identify any critical or time-sensitive dates as well as any time constraints facing the applicant.

Public Benefits

Fully describe the public benefits that can be realized by the completion of this project. Projects with a high degree of public benefits are typically more likely to receive TIF assistance. Examples of public benefits include, but are not limited to the following:

- Re-occupancy of a vacant building
- Elimination of blight
- Creation of new retail choices
- Rehabilitation of a historic building
- Increased sales tax revenue
- Job-training opportunities

This statement should include qualitative examples of public benefits as well as quantifiable and measurable outcomes of the short-term and long-term benefits to the neighborhood and to Meridian Township. Support documentation for the estimates of public benefits can be included in the Professional Studies Section.

Demonstration of Need (GAP Analysis)

Provide a detailed statement that accurately and completely explains why TIF assistance is needed. This statement should provide the reasons why the project would have unacceptable financial returns without TIF.

Project Financial Information

Sources & Uses of Funds

Identify the sources of funds used to finance the project. Typical sources include equity, lender financing, mezzanine financing, other anticipated types of public assistance, and any other types or methods of financing. Describe the sources of equity and include a term sheet for lender financing, if available.

Beware that TIF assistance is generally available as a reimbursement after the project is complete. Thus, the project budget must identify the up-front sources intended to finance the development costs of the project. If determined, specify the specific line items of the project budget that each source will finance. Summarize the uses of funds. General categories to be identified include: acquisition and related site costs, hard construction costs, and a breakdown of soft costs.

All projects must include for the construction phase a monthly or quarterly cash flow (i.e. sources or “cash in” by source and uses or “cash out” by use).

For-sale housing developments must show income from the rental or sale of commercial space, the sale or rental of parking spaces, and unit upgrades must be included. Clearly identify all assumptions (such as absorption, sales prices, taxes, etc.) Identify the profit expected at the completion of the project.

Applicants are advised that to the extent possible, sales contracts for land acquisitions should not be executed until DDA and the Applicant have agreed on an amount of TIF assistance to be provided. This is because the purchase price of a development site to be acquired or recently acquired will be reviewed to determine acquisition costs that will be considered in the estimation of TIF assistance. The DDA subcommittee will review any market value appraisal submitted in support of an acquisition, and the department may obtain its own appraisal or review appraisal.

Development Budget

Provide an accurate and detailed development budget for the project that includes a detailed breakdown of significant line item costs consistent with the sample included in the application packet. The budget should be arranged to identify acquisition and site related costs, hard costs, and soft costs. Also, identify all line items that are performed by the developer, owner, or related entities.

Request for TIF Assistance

Specifically state the amount of TIF assistance that is necessary to make this project possible. Also specify the terms of payment (e.g. pay-as-you-go or developer note) and how the developer will fund project costs that will be reimbursed with TIF increment after those project costs have been incurred. For example, will the developer provide additional equity or borrow additional funds to “front-fund” the TIF assistance?

Budget of TIF Eligible Expenses

Identify which of the development budget costs are eligible for reimbursement as allowed by the Meridian Township DDA Development Plan.

Pro Forma Income & Expense Schedule

Applicants whose projects involve the rental of commercial, retail, industrial, or dwelling space must submit pro forma's that identify income and expenses projections on an annual basis for an eleven-year period. A hypothetical property reversion is to be assumed. Clearly identify all assumptions (such as absorption, vacancies, debt service, operational costs etc.) that serve as the basis for the pro forma's. Two sets of pro forma's are to be submitted. The first set should show the project without TIF assistance and the second set with TIF assistance.

For owner occupied industrial and commercial projects, detailed financial information must be presented that supports need for financial assistance (see following page).

Analysis of Financial Need

Each application must include financial analyses that demonstrate the need for TIF assistance. Two analyses must be submitted: one without TIF assistance and one with TIF assistance. The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and rationale for this minimum return or profit. The analyses will necessarily differ according to the type or project that is being developed.

For Sale Residential – Show profit as a percent cost (minus developer fee and overhead and minus sales commissions and closing costs, which should be subtracted from gross sales revenue). Other measures of profitability may be submitted, such as profit as a percent of sales revenue.

Mixed Use Commercial / For-Sale Residential – Provide either separate analyses for each component of the project or include in the revenue sources for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

Owner-Occupied Commercial – For projects, such as “big-box” retail projects, provide copies of the analyses that the company used to determine the amount of TIF assistance that would be needed to allow the company to meet or exceed the company’s minimum investment threshold(s) for proceeding with the project.

Competitive Projects – In instances where the Township is competing with other jurisdictions for the project (e.g. corporate headquarters, new manufacturing plant), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in the township and locations outside the township that are being seriously considered by the applicant.

TIF Performance Measures

Identify the performance outcomes of the requested TIF assistance. Actual performance will vary from project to project. Typical performance measures of TIF assistance include:

- ➔ TIF assistance as a percentage of total project costs
- ➔ TIF assistance as a percentage of increment generated by
- ➔ Ratio of public (TIF) to private investment
- ➔ TIF assistance per FTE job created
- ➔ TIF assistance per FTE job retained

Financial Commitments

Submit commitment letters and/or term sheets from all lenders for proposed debt (such as construction, mezzanine, permanent, and government financing) and all other financial sources of the project (such as grants, and tax credits). Commitment letters must clearly specify the nature and terms of the obligations.

Most Recent Property Tax Bills

Submit a copy of the most recent second installment property tax bill for each PIN in the project.

Appeal of Property Taxes

Provide a statement, signed by the developer/owner, that the property has not received a Meridian Township real estate tax reduction and that such a reduction has not and will not be applied for if TIF assistance is awarded to the project.

Other Available Subsidies

Identify all other forms of public assistance that will be applied for to support this project.

Professional Studies

Market Studies

Applications for commercial and residential projects must include a comprehensive market study. Market studies are not required for industrial projects. The market study must identify target markets, analysis of competition, demographics, market rents, letters of intent/interest from prospective tenants, or for housing developments sale prices or rental rates of comparable properties.

Appraisal

All projects that involve the transfer of land must include a recent appraisal. Projects that include land as a form of equity or collateral must also submit a recent appraisal. The appraisal must value the property “as is”, and the impact on value must be considered for such items as demolition, environmental remediation, relocation of utilities, lease buy-outs and other work necessary to make the site developable. The property must be valued assuming that the highest and best use is the proposed use.

Environmental Studies and Reports

Submit a copy of the Phase I environmental report/study performed on the property. If there is probable or potential contamination on the project site, then a Phase II report/study or evidence that the site has been or is being enrolled in a MDEQ No Further Remediation Program must be also be included.

Other Studies and Reports

Include as appropriate other reports in support of information that is presented in the application.

Developer Information

Ownership Structure

Submit an organizational chart and narrative description of the ownership structure of the development and ownership entities, which includes information on individuals involved in each. The financial relationship of each entity must be clearly and accurately described. Where applicable, also identify the relationship between the developer/owner and the operating entity. Indicate the entities that will serve as construction manager and general contractor for the project.

Financial Statements

Provide year-end historical (prior 3 years) and interim financial statements of the Applicant and owning and/or operating entity if different from the Applicant. Financial Statements should include accountant an audited or compiled Balanced Sheet, Income Statement, and Statement of Cash Flows.

Resumes and Experience of Principals

Submit resumes for each of the principals of the developer, owner, and operator. Also include a brief history that identifies the development entity’s experience and previous involvement in developing similar projects and the ownership or operating entity’s experience or ability in managing similar projects.

Principal Profile Information

Submit the requested information for each of the principals and business entities involved in this project. This information will be used to verify that the applicants and related associates do not have any outstanding debts to the Township or recipients of child support payments. All outstanding Township debts and child support must be paid in full in order for the DDA subcommittee to proceed with processing any application for TIF assistance.

PRINCIPAL PROFILE

The following information must be provided for each individual that is an owner, partner, investor, director or officer of the applicant entity or of any entity holding an interest in the applicant. The information will be provided only to the Director of Finance the purpose of determining whether any of the listed persons have outstanding water bills, traffic or parking tickets, child support payments, or other obligations. All outstanding obligations must be satisfied before the DDA subcommittee will proceed with the application.

Name:	
Home Address:	
Date of Birth:	
Social Security Number	
Driver's License Number	
License Plate Number	

Name:	
Home Address:	
Date of Birth:	
Social Security Number	
Driver's License Number	
License Plate Number	

Name:	
Home Address:	
Date of Birth:	
Social Security Number	
Driver's License Number	
License Plate Number	

Name:	
Home Address:	
Date of Birth:	
Social Security Number	
Driver's License Number	
License Plate Number	

(NOTE: This Profile Must Be Typed)

SOURCES AND USES OF FUNDS, DETAILED PRO-FORMA, AND REVENUE PROJECTIONS

Project Name: _____

Date: _____

Developer: _____

SOURCES AND USES OF FUNDS

I. Sources of Funds

		<u>% of total project costs</u>	
Equity			
Developer Equity	\$ _____		_____ %
Other Equity (_____)	\$ _____		_____ %
Total Equity	\$ _____		_____ %
Loans			
		Rate	Term
Construction Financing	\$ _____	_____ %	_____ %
Permanent Financing	\$ _____	_____ %	_____ %
Government Assistance (_____)	\$ _____		_____ %
Other (_____)	\$ _____		_____ %
TOTAL SOURCES OF FUNDS	\$ _____		_____ %

II. Uses of Funds

		<u>\$ Per SF of Building Area</u>
Land Acquisition	\$ _____	\$ _____
Demolition	\$ _____	\$ _____
Site Clearance and Preparation	\$ _____	\$ _____
Soft Costs/Fees	\$ _____	\$ _____
Soft Cost Contingency	\$ _____	\$ _____
Hard Construction Costs	\$ _____	\$ _____

III. Detailed Pro Forma (must correspond to line times for Uses of Funds on previous page)

Land Acquisition	\$ _____
Demolition	\$ _____
Site Clearance and Preparation	\$ _____
Infrastructure	\$ _____
Utilities/removal	\$ _____
Utilities/relocation	\$ _____
Utilities/installation	\$ _____
Hazardous Materials Removal	\$ _____
Other (_____)	\$ _____
Total Site Clearance and Preparation	\$ _____

Soft Costs/Fees

Project Management (_____%)	\$ _____
General Contractor (_____%)	\$ _____
Architect/Engineer (_____%)	\$ _____
Developer Fee (_____%)	\$ _____
Appraisal	\$ _____
Soil Testing	\$ _____
Environmental Testing	\$ _____
Market Study	\$ _____
Legal/Accounting	\$ _____
Insurance	\$ _____
Title/Recording/Transfer	\$ _____
Building Permit	\$ _____
Mortgage Fees	\$ _____
Construction Interest	\$ _____
Commissions	\$ _____
Marketing	\$ _____
Real Estate Taxes	\$ _____
Other Taxes	\$ _____
Other (_____)	\$ _____
Other (_____)	\$ _____
Sub-Total Soft Costs/Fees	\$ _____
Soft Cost Contingency	\$ _____

REVENUE PROJECTIONS – RENTAL PROJECT

			YEAR 1	YEAR 2	>>>YEAR 11
INCOME	SF	AVG			
Commercial Rent	_____	\$ _____	\$ _____	\$ _____	
Commercial Expense Recoveries	_____	\$ _____	\$ _____	\$ _____	
Residential Rent – market rate units	_____	\$ _____	\$ _____	\$ _____	
Residential Rent – affordable units	_____	\$ _____	\$ _____	\$ _____	
Parking Revenue (per space)	_____	\$ _____	\$ _____	\$ _____	
Other Revenue (_____)		\$ _____	\$ _____	\$ _____	
Gross Potential Income			\$ _____	\$ _____	
Commercial Vacancy	_____ %		\$ _____	\$ _____	
Residential Vacancy	_____ %		\$ _____	\$ _____	
EFFECTIVE GROSS INCOME (EGI)			\$ _____	\$ _____	
EXPENSES			\$ _____	\$ _____	
Maintenance & Repairs			\$ _____	\$ _____	
Real Estate Taxes			\$ _____	\$ _____	
Insurance			\$ _____	\$ _____	
Management Fee			\$ _____	\$ _____	
Professional Fees			\$ _____	\$ _____	
Other Expenses (_____)			\$ _____	\$ _____	
Other Expenses (_____)			\$ _____	\$ _____	
TOTAL EXPENSES			\$ _____	\$ _____	
NET OPERATING INCOME (NOI)			\$ _____	\$ _____	
Capital Expenses (reserves, tenant improvements, commissions)			\$ _____	\$ _____	
Debt Service			\$ _____	\$ _____	
NET CASH FLOW (before depreciation)			\$ _____	\$ _____	
REVERSION IN YEAR 10:					
Year 11 NOI before Debt & Capital Expenses		\$ _____			
Capitalization Rate:		_____ %			
Gross Reversion:		\$ _____			

REVENUE PROJECTIONS – FOR-SALE PROJECT

GROSS SALES VALUE

HOUSING UNITS:

<u>Unit Type</u>	<u>Number</u>	<u>Price</u>		
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____

Total Housing Sales

***Indicate Affordable Units**

\$ _____

Housing Unit Upgrades

\$ _____

PARKING SPACES:

<u>Type</u>	<u>Number</u>	<u>Price</u>		
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____

Total Parking Sales:

\$ _____

COMMERCIAL SPACE:

<u>Unit Type</u>	<u>Size-SF</u>	<u>Price Per SF</u>		
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____

Total Commercial Sales:

\$ _____

TOTAL GROSS SALES REVENUE

\$ _____

COSTS of SALES

Commission	_____ %	\$ _____		
Marketing	_____ %	\$ _____		
Closing	_____ %	\$ _____		
Other Costs (_____)		\$ _____		

TOTAL COSTS of SALES

_____ %

\$ _____

NET SALES REVENUE

\$ _____

HARD COST CATEGORIES

It is not necessary to provide a detailed cost breakdown, but the hard construction costs indicated in the pro forma must include the items listed below, if applicable.

Site-work

Shoring & Underpinning
Erosion Control & Earth Retainage
Curbing
Paving
Drainage Control
Fencing
Accessories

Concrete

Concrete
Formwork
Reinforcement
Grout

Masonry

Masonry, Stone, Granite, Slate, Glass Block
Mortar/Grout
Reinforcing Accessories

Metals

Structural Framing
Metal Decking
Ladders & Rungs
Grates & Trench Covers
Stairs & Railings
Expansion Control

Wood

All lumber
Connections & Fasteners
Architectural Woodwork
Cabinetry
Hardware

Thermal & Moisture Protection

Water/Damp Proofing
Water Retardants & Repellents
Roofing
Siding
Flashing
Sealants

Finishes

Suspended Ceilings
Lath & Plaster/Gypsum Board
Flooring
Acoustical Treatment
Wall Finishes & Covers

Specialties

Toilet Partitions
Fireplaces & Stoves
Flagpoles
Signage
Lockers
Awnings
Movable Partitions
Toilet Accessories
Shelving

Appliances & Equipment

Window Washers
Kitchen Appliances
Audio/Visual
Laundry
Waste

Furnishings

Window Treatments
Furniture
Special Construction

Conveying Systems

Elevators
Lift
Pneumatic Tubes

Mechanical

Sprinkler System
Plumbing Fixtures
HVAC

Electrical

Conduit & Cabling
Lighting

This Completes Your Application!

Please Return To:

Chris Buck

Economic

Development Director

buck@meridian.mi.us

517-853-4568

Guidelines for scoring Tax Increment Financing Assistance Applications

1. Upon receipt of an application for assistance, a subcommittee of the DDA consisting of the DDA Chair or their proxy, the Economic Development Director, Township Treasurer and Township Planner shall be convened to review the application packet for completeness and eligibility with program requirements.
2. An application will be considered complete after it has been signed, finances have been reviewed, an assessor's report has been issued and the subcommittee of the DDA has reviewed and authorized it for scoring by the entire DDA
3. The DDA Board shall score the application in accordance with the project priority score sheet included within the application package. While there are is a potential total of 70 points, it is expected that some criteria may not apply for specific projects. In that case, only the criteria that apply shall be scored.
4. For a project to meet the threshold for funding, it needs to receive a score of 70% or higher of the total points available from which the project is scored against. As noted above, some criteria may not apply for specific projects. In that case, the project shall still score 70% or higher utilizing the applicable criteria.
5. The entire DDA Board shall score the application unless a member identifies a potential conflict of interest with the project before the board.
6. The final score will be the average of all scores submitted be the entire DDA Board.
7. The DDA Board reserves the right to negotiate with those projects scoring near the 70% threshold to potentially improve the projects overall score.
8. The DDA Board recognizes that this TIF Assistance Program is discretionary and reserves the right to withhold or reduce funding assistance based on certain conditions (To be developed).
9. If a project meets the eligibility criteria, passes the 70% scoring threshold, the DDA Board will vote to recommend, modify or deny TIF funding assistance. If funding is agreed upon, the DDA will forward the request to the Township Board.
10. The Township Board will have final say for funding on all projects.
11. If a project is rejected by the Township Board or the DDA, the process starts over with the subcommittee.

Meridian Township TIF Eligibility Score Sheet

Activity	Description	Comments	Total Score (1-10)
Public Infrastructure Improvements	As part of redevelopment, developers are often required to improve private infrastructure or anything on a private property (not in a public right-of way). The DDA is able to assist with offsetting these costs, specifically when it comes to integrated parking structures such as vertical and underground parking, utilities, water and sewer tap fees, soft costs and others that support density in accordance with local zoning, master plans and township goals but may be cost prohibitive to complete the project. Although these improvements are considered private for funding purposes, they have public benefit and support the redevelopment efforts of the township and DDA. (10 pts)		
Private Infrastructure Improvements	As part of redevelopment, developers are often required to improve private infrastructure or anything on a private property (not in a public right-of way). The DDA is able to assist with offsetting these costs, specifically when it comes to integrated parking structures such as vertical and underground parking, utilities, water and sewer tap fees, soft costs and others that support density in accordance with local zoning, master plans and township goals but may be cost prohibitive to complete the project. Although these improvements are considered private for funding purposes, they have public benefit and support the redevelopment efforts of the township and DDA. (10 pts)		
Façade Improvements	Typically, DDA's utilize a portion of tax increment revenue funds to assist business owners with façade improvements for buildings in need of repair or upgrade within the District. This is usually set up as a low interest loan or competitive grant program with match requirements. These programs work great for improving the image of the buildings within the DDA District. (10 pts)		
Streetscape	Having an attractive, well designed streetscape strengthens the public realm within downtown corridors. It can enhance the image of the community, adds landscaping and other artistic elements and is complimentary to the pedestrian environment. Streetscape enhancements include but are not limited to planter boxes, waste receptacles, benches, brick pavers, decorative fencing, trees and tree grates, sculptures and other pieces of art and costs related to improving the street itself. (10 pts)		
Site Preparation	Costs associated with site preparation can be significant for both public and private investment. These costs include such activities as clearing & grubbing, compaction and sub-base preparation, cut and fill operations, dewatering, excavation for unstable material, foundation work to address special soil concerns, retaining walls, temporary sheeting/shoring, specific and unique activities, etc.) anything on private property not in a public right-of-way to support density and prohibitive costs to allow for greater density in accordance with local zoning, master plans and township goals. (10 pts)		

Meridian Township TIF Eligibility Score Sheet

Activity	Description	Comments	Total Score (1-10)
Environmental Activities	Environmental Activities would include activities beyond what may be supported by the Michigan Department of Environmental Quality (MDEQ) under an approved Brownfield Plan and Act 381 Work Plan to protect human health and the environment, off-set cost prohibitive environmental costs and insurance needs, etc. (10 pts)		
Public Spaces	Many people equate public spaces to parks, but they can also include public alleys, community centers, non-park public owned green spaces and many more. Projects that can enhance these spaces all fall under the eligible activity expenses of the DDA. (10 pts)		
			Total
	70 Points Maximum		
	Requires 70% of applicable scores to meet funding criteria		
	Requirements for a complete application		
	Signed applciation, Assessors Report and Score Card		
	Gap will be funded or up to an amount permitted by the remaining years of the TIF Plan, whichever is sooner.		



CHARTER TOWNSHIP OF MERIDIAN Development Projects Update

May 2019

Businesses Opened

- **Plato's Closet**, 2825 E. Grand River Ave, East Lansing – relocation from smaller space
- **VIP Nail Bar**, 3552 Meridian Crossings, Okemos
- **Box Drop Mattress**, 1644 Haslett Road (Haslett Village Square)

Commercial Use Under Construction

- **High Caliber Karting**, 80,000 sq ft Younkers Meridian Mall – Entertainment Center
- **Kumon Learning Center**, 2398 Joly Road, Okemos. Relocation from Alaiedon Twp
- **Soldans Pet Supply**, 2283 W. Grand River Ave. Relocation expected in Mid 2019
- **Portnoy and Tu**, 2476 Jolly Road, Okemos. Relocation for dentist office.
- **Diamond Nails**, 4749 Central Park Drive, Okemos (former Hampton Jewelers)
- **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
- **Bread Bites, Mediterranean Cuisine & Bakery**, 5100 Marsh Road, Okemos (old Tannin site)
- **102 Pho & Banh Mi Vietnamese Soup & Sandwiches**, 4760 Marsh Road, Okemos (part of formers McAllisters site)
- **Swagath Express**, food service adjacent to Swagath Market, 1731 W. Grand River (former Farm Fresh Seafood site)
- **Crunch Fitness**, new fitness center at 2655 E. Grand River Ave (former Salvation Army)

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

- **Newton Park Apartments**, SE Corner Newton Road/Saginaw Hwy. Multifamily mixed use
- **Silverstone Estates**, 25 single family residential homes at Powell Road north of Grand River
- **Copper Creek Condominiums**, 45 acres NE corner of Haslett & Van Atta. 102 residential lots.
- **LaFontaine FCA Dealership**, NE Corner Powell Road and Grand River Ave, Chrysler, Jeep, Ram
- **Fedewa Homes**, 1730 Chief Okemos Circle – two apartment buildings totaling 15 units

Under consideration

- **Village of Okemos**, mixed-use project west of Okemos Road north and south of Hamilton Road.
- **Leo's Lodge Property Redevelopment**, 2085 W. Grand River. Special Use Permit public hearing on 5.13.2019 at Planning Commission for drive through and work in the flood plain
- **Red Cedar Manor**, 2875 Northwind Drive. Mixed use project at Township Board for approvals.
- **Hannah Farms East**, mixed use/student housing proposed at Eyde Pkwy ****dormant for now****
- **O'Reilly Auto Parts**, 2703 Grand River Ave East Lansing. ****dormant for now****

Closings/Relocations

- **Farm Fresh Seafood**, 1731 W. Grand River Ave, Okemos
- **Payless Shoes**, 2090 W. Grand River, Okemos – press says closing nationally