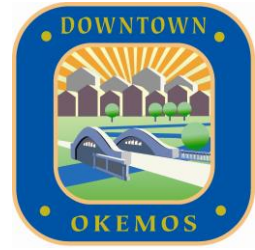




AGENDA

CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority

July 8, 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. APPROVAL OF MINUTES – June 3, 2019
5. PUBLIC REMARKS
6. PRESENTATION – Local Street Bond: Manager Walsh, Deputy Manager Perry
7. FINANCIAL REPORT
8. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy
 - B. Redwood Landscaping
 - C. Van Atta
9. OLD BUSINESS
 - A. Village of Okemos Progress Report
10. NEW BUSINESS
 - A. DDA Annual Reporting re: PA 57 of 2018
11. REPORTS
 - A. Township Board
 - B. Planning Commission
 - C. DDA Chair
 - D. Staff
 - i. Development Projects Update
 - ii. DDA TIF Application and Vetting conclusion
 - iii. Updated Bylaws - Executed 6.2019
12. OPEN DISCUSSION/BOARD COMMENTS
13. PUBLIC REMARKS
14. NEXT MEETING DATE
 - A. August 5, 2019, 7:30am – Town Hall Room, 5151 Marsh Road, Okemos
15. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall



Charter Township of Meridian
Downtown Development Authority (DDA)
Municipal Building, 5151 Marsh Rd., Okemos, MI 48864
Monday, June 3, 2019 – Minutes -DRAFT

Members

Present: Jim Raynak, Susan Fulk, Peter Campbell, Renee Korrey, Scott Weaver, Bill Cawood, Will Randle and Supervisor Ron Styka

Members Jim Spanos

Absent:

Staff

Present: Community Planning and Development Director Mark Kieselbach, Township Manager Frank Walsh, Economic Development Director Chris Buck, and Executive Assistant Michelle Prinz

Others

Present: Trustee Jackson, Treasurer Deschaine, Planning Commissioner Peter Trezise

1. CALL MEETING TO ORDER

Chair Fulk called the meeting to order at 7:31am.

2. APPROVAL OF THE AGENDA

MOTION BY SUPERVISOR STYKA TO APPROVE THE AGENDA. SUPPORTED BY MEMBER RANDLE. MOTION APPROVED 8-0.

3. APPROVAL OF MEETING MINUTES OF MAY 6, 2019

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

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

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

6. AUTHORIZATION OF PAYMENTS

a. Reviewed Consumers Energy 5.2019 bill totaling \$101.23.

MOTION BY MEMBER RAYNAK TO APPROVE THE PAYMENT FOR THE CONSUMERS ENERGY IN THE AMOUNT OF \$101.23. SUPPORTED BY SUPERVISOR STYKA. MOTION APPROVED 8-0.

7. OLD BUSINESS

a. TIF Policies and Procedures Review & Vote

There have been a few small updates in the language from the Township attorney including details on FOIA, performance guarantee, and changing MDEQ to EGLE. Discussion took place about other grammatical changes that were made. Supervisor Styka modified the welcome letter to include the DDA chair's signature.

MOTION BY MEMBER KORREY TO AMEND THE DDA TIF POLICES AND PROCEDURES, AS DISCUSSED. SUPPORTED BY MEMBER RAYNAK. MOTION APPROVED 8-0.

b. Village of Okemos Approval Process Update

The Township Board will be holding the public hearing for the project on June 18, 2019.

8. NEW BUSINESS

a. DDA Budget

Director Buck reviewed the draft budget which consists of just under \$9,000 in annual income and expenses just under \$8,000 per year. Director Buck will forward these numbers to the finance team for our 2020 budget.

b. Purchase of Flowers for DDA

Discussion was had around whether or not to place the usual flower baskets in the DDA due to the impending demolition.

MOTION BY MEMBER KORREY TO APPROVE THE ANNUAL FLOWER BASKETS TO BE BOUGHT AND HUNG IN THE DDA AREA, NOT TO EXCEED \$2,000. SUPPORTED BY MEMBER RAYNAK. MOTION APPROVED 8-0.

c. Conflicts of Interest Review

Updates to article three, section 4 of the bylaws were discussed. The new proposed language from the Township attorney isolates the direct conflict versus the indirect conflict.

MOTION BY MEMBER CAWOOD TO AMEND THE DDA BYLAWS TO REFLECT THE UPDATED LANGUAGE TO ARTICLE III, SECTION 4. SUPPORTED BY MEMBER WEAVER. MOTION APPROVED 8-0.

9. TOWNSHIP BOARD REPORT

Supervisor Styka reported the Board adopted the medical marihuana ordinances and is discussing opting out of recreational marihuana.

10. PLANNING COMMISSION REPORT

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

11. TOWNSHIP MANAGER REPORT

None.

12. CHAIR REPORT

None.

13. STAFF REPORT

Reviewed the June update of development projects. DDA Annual Report is due to the State of Michigan by June 30, 2019. Staff will prepare and submit report and share at the next meeting.

14. OPEN DISCUSSION/BOARD COMMENTS

None.

15. PUBLIC REMARKS

None.

16. NEXT MEETING DATE

a. July 8, 2019, 7:30am

17. ADJOURNMENT

The meeting adjourned without objection at 8:29 am.

Meridian Twp DDA
Preliminary Financial Statements
 Period Ending 06/30/2019 - UNAUDITED

BALANCE SHEET

Year to Date

ASSETS		
Cash		\$61,778.74
Due from General Fund		\$0.00
Taxes Receivable		\$0.00
Accounts Receivable		\$0.00
Prepaid Expense		\$0.00
TOTAL ASSETS		\$61,778.74
LIABILITIES		
Accrued Interest Payable		\$0.00
Due to General Fund		\$0.00
Unearned Revenue		\$0.00
Deferred Inflows of Revenue		\$0.00
LT Note Payable		\$149,500.00
TOTAL LIABILITIES		\$149,500.00
FUND BALANCE		
Fund Balance 12/31/18		(\$127,800.22)
2019 YTD Net Income		\$40,818.96
TOTAL FUND BALANCE		(\$86,981.26)
TOTAL LIABILITIES & FUND BALANCE		\$62,518.74

INCOME STATEMENT

REVENUES	<u>May</u>	<u>June</u>	<u>Year to Date</u>
Tax Capture	\$0.00	\$0.00	\$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	\$0.00	\$39,619.53
EXPENDITURES			
Operating Costs	\$101.23	\$0.00	\$661.57
Professional Consultant/Contractual Services	(\$740.00)	\$0.00	(\$740.00)
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	(\$638.77)	\$0.00	(\$1,199.43)
2019 Net Income	\$638.77	\$0.00	\$40,818.96

Fund 900 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
900-000.000-001.000	CASH	61,778.74
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	740.00
900-000.000-084.070	DUE FROM GENERAL FUND	0.00
900-000.000-123.000	PREPAID EXPENSE	0.00
Total Assets		62,518.74
*** Liabilities ***		
900-000.000-202.000	ACCOUNTS PAYABLE	0.00
900-000.000-202.100	CREDIT CARD PAYABLE	0.00
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		149,500.00
*** 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		40,818.96
Ending Fund Balance		(86,981.26)
Total Liabilities And Fund Balance		62,518.74

User: WARNER

PERIOD ENDING 05/31/2019

DB: Meridian

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 05/31/2019	ACTIVITY FOR MONTH 05/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
900-000.000-402.000	CURRENT PROPERTY TAXES	15,000.00	26,855.49	0.00	(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	0.00	(9,619.53)	132.07
TOTAL REVENUES		30,000.00	39,619.53	0.00	(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	661.57	101.23	2,338.43	22.05
900-000.000-820.000	CONTRACTUAL SERVICES	5,000.00	(740.00)	(740.00)	5,740.00	(14.80)
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	(1,199.43)	(638.77)	13,684.43	(9.61)
TOTAL EXPENDITURES		12,485.00	(1,199.43)	(638.77)	13,684.43	(9.61)
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		30,000.00	39,619.53	0.00	(9,619.53)	132.07
TOTAL EXPENDITURES		12,485.00	(1,199.43)	(638.77)	13,684.43	9.61
NET OF REVENUES & EXPENDITURES		17,515.00	40,818.96	638.77	(23,303.96)	233.05

User: WARNER

DB: Meridian

PERIOD ENDING 06/30/2019

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/2019	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	0.00	(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	0.00	(9,619.53)	132.07
TOTAL REVENUES		30,000.00	39,619.53	0.00	(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	661.57	0.00	2,338.43	22.05
900-000.000-820.000	CONTRACTUAL SERVICES	5,000.00	(740.00)	0.00	5,740.00	(14.80)
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	(1,199.43)	0.00	13,684.43	(9.61)
TOTAL EXPENDITURES		12,485.00	(1,199.43)	0.00	13,684.43	(9.61)
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		30,000.00	39,619.53	0.00	(9,619.53)	132.07
TOTAL EXPENDITURES		12,485.00	(1,199.43)	0.00	13,684.43	9.61
NET OF REVENUES & EXPENDITURES		17,515.00	40,818.96	0.00	(23,303.96)	233.05



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

Amount Due: **\$88.09**

Please pay by: **July 12, 2019**

▶ **Thank You** - We received your last payment of **\$101.23** on **May 27, 2019**

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

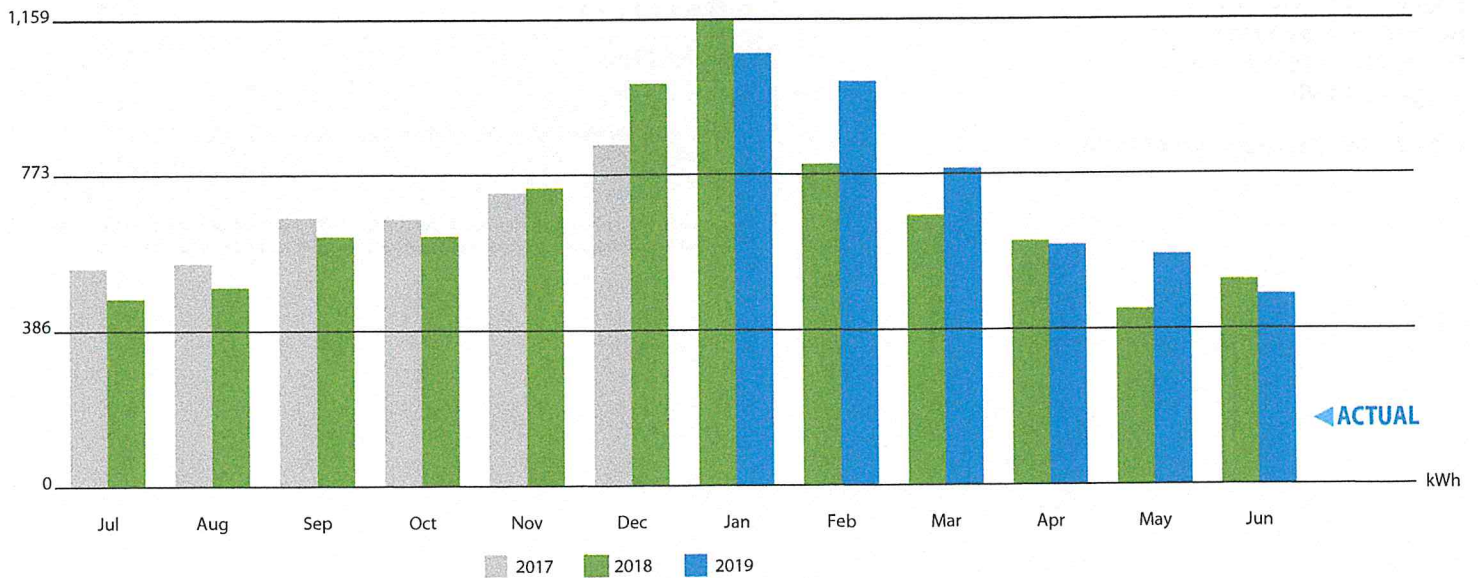
C/O DOWNTOWN DEV AUTH
MERIDIAN CHARTER TOWNSHIP
5151 MARSH RD
OKEMOS MI 48864-1104



June Energy Bill

Service dates: May 20, 2019 - June 18, 2019 (30 days)

Total Electric Use (kWh - kilowatt-hour)



June Electric Use

473 kWh

June 2018 use: 508 kWh

Cost per day:

\$2.94

kWh per day:

16

Prior 12 months electric use:

8,447 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: June
Service dates: 05/20/2019 - 06/18/2019
Days Billed: 30
Portion: 14 06/19

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 07/18/2019

Electric Service:

Smart Meter
Meter Number: 31278553
POD Number: 0000004053513
Beginning Read Date: 05-20
Ending Read Date: 06-18
Beginning Read: 17710
Ending Read: 18183 (Actual)
Usage: 473 kWh

Total Metered Energy Use: 473 kWh

June Energy Bill

Invoice: 204387508469

Account Summary

Last Month's Account Balance	\$101.23
Payment on May 27, 2019	\$101.23-
Balance Forward	\$0.00

Payments applied after Jun 19, 2019 are not included.

Electric Charges

Energy	473@ 0.096504	\$45.65
Cap. Tax Reform Credit B	473@ 0.002158-	\$1.02-
PSCR	473@ 0.001920-	\$0.91-
System Access		\$20.00
Distribution	473@ 0.042472	\$20.09
Dist. Tax Reform Credit B	473@ 0.003514-	\$1.66-
Energy Efficiency		\$4.47
Power Plant Securitization	473@ 0.001139	\$0.54
Low-Income Assist Fund		<u>\$0.93</u>

Total Electric **\$88.09**

Total Energy Charges **\$88.09**

Amount Due: **\$88.09**
by July 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 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.

REDWOOD LANDSCAPING L.L.C.

P.O. BOX 926
 OKEMOS, MI 48805

(517) 381-0500

CHARTER TOWNSHIP OF MERIDIAN
MICHELLE PRINZ
 5151 MARSH RD
 OKEMOS, MI 48864

Invoice

Account No.	Date
393	06/30/19
Total Amount Due	
\$ 75.00	

Date Due: 07/16/19

Amount Enclosed \$ _____

REMIT TO: REDWOOD LANDSCAPING L.L.C.

Services Rendered At: MERIDIAN TOWNSHIP
 HAMILTON & OKEMOS RDS
 OKEMOS MI 48864

Page # 1

Previous Balance: **0.00**

DATE	DESCRIPTIO	AMOUNT										
06/11/19	IRRIGATION TURN ON	75.00										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Current</td> <td style="width: 20%;">Over 30</td> <td style="width: 20%;">Over 60</td> <td style="width: 20%;">Over 90</td> <td style="width: 20%;">Total Amount Due</td> </tr> <tr> <td style="text-align: center;">75.00</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$ 75.00</td> </tr> </table>			Current	Over 30	Over 60	Over 90	Total Amount Due	75.00				\$ 75.00
Current	Over 30	Over 60	Over 90	Total Amount Due								
75.00				\$ 75.00								

WE APPRECIATE YOUR CONTINUED BUSINESS!!!
HAVE A HAPPY & SAFE 4TH OF JULY!!!!!!

Van Attas Flower Shop, Inc.
9008 Old H-78
Haslett, MI 48840
Ph(517) 339-1142
Fax (517) 339-0172

S A L E

Tuesday, June 11, 2019 9:37:22 AM

Transaction ID: 1234811
Register: posic
Clerk: Zandy
Customer: Meridian Township

Item/Desc	Qty	Price	Total
ANP0116	15	10.00	150.00
16" coco liners for baskets			
Each			
nsdeleastian	1	40.00	40.00
DELIVERY, Zone 1			
Each			
ComboRepot	19	56.00	1064.00
Combo Repot			
Each			

Subtotal: \$1,254.00
Discount: \$ 0.00
Tax: \$ 0.00
Total: \$1,254.00

Payments Made:
Cash: 0.00
Check: 0.00
Credit: 1,254.00

900-000-000-728.000

Total Amount Tendered: \$1,254.00
Change Due: \$ 0.00

No warranty on plants discounted >40%
Perennial guarantee thru 11/30
1 month return window on clothing





To: DDA Board Members
From: Chris Buck, Economic Development Director
Date: 7.8.2019
Re: Review of Fiscal 2018 DDA TIF Activities per Act 57 of 2018

There has been a change in the reporting requirements to the State of Michigan for any organization utilizing Tax Increment Financing. One requirement is that “the Authority must hold, at a minimum, two informational meetings each year, and give a 14-day advance notice to the public and to the governing body of each taxing unit. These meetings may be held in conjunction with other public meetings of the authority or municipality.” This agenda item at this month’s meeting fulfills one of these required informational meetings. We are in compliance with many of the other various requirements, but to perform our duties the passages from the Act that are relevant are below. It reads:

125.4910 Website; requirements. (excerpts)

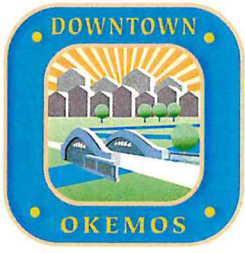
- (i) For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides the following:**
 - (A) The reasons for accumulating those funds and the uses for which those funds will be expended.**
 - (B) A time frame when the fund will be expended.**
 - (C) If any funds have not been expended within 10 years of their receipt, both of the following:**
 - (I) The amount of those funds.**
 - (II) A written explanation of why those funds have not been expended.**

The following table reflects the audited DDA fund balance for the past six years:

	2013	2014	2015	2016	2017	2018
DDA Fund Balance	(\$186,031.04)	(\$172,920.36)	(\$147,824.89)	(\$122,795.98)	(\$96,845.43)	(\$127,800.22)

In accordance with (i) above, the DDA has operated with a fund deficit for the previous six years. While there is annual revenue that exceeds annual expenses, the debt to the Township for the street lighting project has a repayment plan that the DDA is fulfilling. The Authority has chosen at this point to continue making payments as outlined in the loan agreement and keep the modest cash on hand available for any projects that may come that fit within the eligible activities as outlined in the DDA TIF plan.

(ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.



The members of the Authority, Township staff and various consultants worked diligently in 2018 to author a completely new and updated plan that aligns more closely to the DDA mission and Township Master Plan adopted in November 2017. This new plan was adopted in December 2018 and will last 20 years. The Authority is anxious to see development projects apply for TIF assistance and modern development projects come forward due to this hard work.

(iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.

There have been no projects or investments in fiscal 2018.

(iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.

The Authority agreed to spend a portion of the 2018 revenue on holiday decorations, seasonal plantings and banners plus the utilities and labor required to drive a more welcoming aesthetic to the district. In addition the Authority agreed to participate in the “Flags over Meridian” campaign held by the local Kiwanis chapter, who placed American flags throughout the district.

Finally, the Authority is responsible for submitting an annual audited financial report to the state which is enclosed in this month’s meeting packet and required a motion to accept once reviewed and discussed.

Attachments:

1. TIF District PA 57 Annual Report Fiscal 2018

The following motion has been prepared for the Authority to consider:

MOTION TO APPROVE THE 2018 ANNUAL REPORT AND TO SUBMIT IT TO THE STATE, POST IT ON THE TOWNSHIP WEBSITE AND OTHERWISE MAKE THE DOCUMENT AVAILABLE FOR THE PUBLIC AS REQUIRED BY PUBLIC ACT 57 OF 2018

PA 57 of 2018 states any authority capturing tax increment revenues must submit a report annually, to the governing body of the municipality, Department of Treasury and all entities subject to tax capture.

In accordance with this requirement, attached you will find Meridian Township's annual DDA report for fiscal year ending 2018. Please be advised the report template provided by the State indicates fiscal year ending 2019. We are aware of this fact and have been instructed by the State to use the 2019 form but inform all parties that it is for the 2018 fiscal year.

Copies of the report have also been forwarded to, the Department of Treasury, Ingham County, Capital Region Airport Authority (CRAA) and DDA Board.

Budgeting and Audits can be found on the Township's Accounting and Budgeting webpage.

<http://www.meridian.mi.us/government/departments/accounting-budgeting>

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Meridian Township	TIF Plan #	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of Authority's fiscal year 2018-2019.	DDA		2019

Year AUTHORITY (not TIF plan) was created:	2005
Year TIF plan was created or last amended to extend its duration:	2006
Current TIF plan scheduled expiration date:	2026
Did TIF plan expire in FY19?	No
Year of first tax increment revenue capture:	2006
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No
If yes, authorization for capturing school tax:	Choose from list
Year school tax capture is scheduled to expire:	

Revenue:	Tax Increment Revenue	\$	29,814
	Property taxes - from DDA levy	\$	-
	Interest	\$	-
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$	17,942
	Other income (grants, fees, donations, etc.)	\$	-
	Total	\$	47,757

Tax Increment Revenues Received	From counties	\$	29,360
	From municipalities (city, twp, village)	\$	17,833
	From libraries (if levied separately)	\$	-
	From community colleges	\$	-
	From regional authorities (type name in next cell) Capital Region Airport A	\$	1,578
	From regional authorities (type name in next cell)	\$	-
	From regional authorities (type name in next cell)	\$	-
	From local school districts-operating	\$	-
	From local school districts-debt	\$	-
	From intermediate school districts	\$	-
	From State Education Tax (SET)	\$	-
	From state share of IFT and other specific taxes (school taxes)	\$	-
	Total	\$	48,772

Expenditures	<u>Consumers Energy</u>	\$	1,381
	<u>Meridian Public Works</u>	\$	75
	<u>Redwood Landscape</u>	\$	160
	<u>Kiwanis</u>	\$	40
	<u>VanAtta's</u>	\$	1,244
	<u>Meridian Township - Interest Payment</u>	\$	4,485
	_____	\$	-
	_____	\$	-
	_____	\$	-
	_____	\$	-
	_____	\$	-
	_____	\$	-
	Transfers to other municipal fund (list fund name)	\$	-
	Transfers to other municipal fund (list fund name)	\$	-
	<u>Transfers to General Fund</u>	\$	-
	Total	\$	7,385

Outstanding non-bonded Indebtedness	Principal	\$	149,500
	Interest	\$	1,121
Outstanding bonded Indebtedness	Principal	\$	-
	Interest	\$	-
	Total	\$	150,621

Bond Reserve Fund Balance		\$	-
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CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				Overall Tax rates captured by TIF plan	TIF Revenue
Ad valorem PRE Real	\$ 633,975	\$ 373,597	\$ 260,378	20.8397000	\$5,426.20
Ad valorem non-PRE Real	\$ 15,608,832	\$ 13,802,353	\$ 1,806,479	20.8397000	\$37,646.48
Ad valorem industrial personal	\$ -	\$ 42,900	\$ (42,900)	20.8397000	(\$894.02)
Ad valorem commercial personal	\$ 2,478,050	\$ 2,543,700	\$ (65,650)	20.8397000	(\$1,368.13)
Ad valorem utility personal	\$ 196,400	\$ -	\$ 196,400	20.8397000	\$4,092.92
Ad valorem other personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -	0.0000000	\$0.00
Total Captured Value		\$ 16,762,550	2,154,707		\$44,903.45 Total TIF Revenue



CHARTER TOWNSHIP OF MERIDIAN Development Projects Update

July 2019

Businesses Opened

- **Big Lots**, 2020 W. Grand River Ave, Okemos (Best Buy Plaza – grand opening July 26)

Commercial Use Under Construction

- **High Caliber Karting**, 80,000 sq ft single story Younkers – entertainment center (Sept 1)
- **Soldans Pet Supply**, 2283 W. Grand River Ave. Relocation expected in Mid/Late 2019
- **Portnoy and Tu**, 2476 Jolly Road, Okemos. Relocation for dentist office. (July)
- **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)
- **Zoom Express Laundry**, 3034 E. Lake Lansing Road (Carriage Hills)

Residential or Long Term Construction/Phasing

- **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.
- **Red Cedar Manor**, 2875 Northwind Drive. Mixed use project at Township Board for approvals.
- **Woda Cooper**, rezoning 4.6 Acres to allow for 49 affordable housing units north of Whole Foods

Closings/Relocations

Meridian Township

TAX INCREMENT FINANCING (TIF)

ASSISTANCE

Application Packet



A PRIME COMMUNITY

Dear Prospective Developer,

Welcome to Meridian Township! Meridian is a prime community and embraces prime development. The Township Board of Trustees is working with the members of the Okemos Downtown Development Authority to bring quality redevelopment to the Okemos DDA District. As such, we've developed robust programs to incentivize appropriate development projects, including the availability of Tax Increment Financing (TIF).

Please review the contents of this document, which includes the qualifications, process, and application to request TIF funding through our DDA.

For further information about the Township goals and other incentives, please utilize the links provided below.

Thank you for your potential investment in our Prime Community!

Sincerely,

Ron Styka
Township Supervisor

Susan Fulk
Downtown Development Authority Chair

[2018 DDA TIF Plan](#)

[2017 Meridian Township Master Plan](#)

[Meridian Redevelopment Fund](#)

[Height & Density Zoning Amendment MUPUD Overlay](#)

[MEDC Redevelopment Ready Communities Incentive Programs](#)

Downtown Development Authority, Economic 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 as 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 Environment, Great Lakes and Energy (EGLE) 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 it 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 committee established by the DDA reviews all applications for Tax Increment Financing (TIF) assistance. The process outlined below usually takes at least 30-90 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 committee 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 committee 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 committee has reviewed and authorized the application for scoring by the entire DDA Board of Directors.

**Application information will be considered confidential except as disclosure may be required under the Michigan Freedom of Information Act (FOIA), which applies to the DDA and Township. The DDA shall advise an applicant of any FOIA request it receives for application documentation before disclosing the same under the FOIA.*

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

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

The committee reviews all applications for TIF assistance. In order for the committee 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 committee 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 PINs

Identify the specific Parcel Identification Numbers (PINs) included in the proposal. Also include the “base” SEV for each of these PINs. 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:

- Positive Property Value Impacts
- 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).

Note: a performance guarantee may be required by the Township to ensure property improvements are completed.

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 committee 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 formas 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. Two sets of pro formas 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 | → Ratio of public (TIF) to private investment |
| → TIF assistance as a percentage of increment generated by the development project | → TIF assistance per Full Time Equivalent job created |
| | → TIF assistance per Full Time Equivalent 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 EGLE 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 committee 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 committee 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

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

II. Uses of Funds

\$ Per SF of Building Area

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

	SF	AVG	YEAR 1	YEAR 2	>>>YEAR 11
INCOME					
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 committee established by 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 that are reasonable to the public interest.
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. Unless the application is denied by the DDA, the Township Board will have final say for funding on all projects. Approved projects shall enter into a formal development agreement with the township
11. If a project is rejected by the Township Board or the DDA, the process starts over with the subcommittee.

**Bylaws
of the Downtown Development Authority
of the Charter Township of Meridian**

Article I – Name

The name of this authority is the Downtown Development Authority (DDA) of the Charter Township of Meridian.

Article II – Purpose

The purpose of the Downtown Development Authority is to act in accordance with the provisions of Act 197 of the Public Acts of 1975 as amended. The Authority shall have all the powers which now or hereafter may be conferred by law on authorities organized under this Act. The overall goal of the Authority is to undertake public improvements and other activities that have the greatest impact to halt the property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of such deterioration and to promote economic growth in and surrounding the Downtown Development Authority District.

Article III – Directors

Section 1. General Powers: The business and affairs of the Authority shall be managed by its Board except as otherwise provided by statute or by these bylaws.

Section 2. Replacement and Vacancies: Subsequent directors shall be appointed or reappointed in the same manner as original appointments at the expiration of each director's term of office. A director whose term of office has expired shall continue to hold office until a successor has been appointed.

Section 3. Removal: A director may be removed from office for cause by a majority vote of the legislative board of the Charter Township of Meridian with the consent of the Board of Directors.

Section 4. Conflict of Interest: A conflict of interest arises when a director has a business or financial interest in the outcome of a decision or action of the Authority; or if the director is engaged in, employed by, or provides services to an entity with a financial interest in the outcome; or if the director owns or has a financial interest in property immediately adjoining the subject property of a proposed project or development; or the director's spouse, child, parent or sibling has a business or financial interest in the outcome of a decision or action of the Authority, or is engaged in, employed by, or provides services to an entity with a financial interest in the outcome, or owns or has a financial interest in property immediately adjoining the subject property of a proposed project or development; or there is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining directors present at any meeting. A director who has a conflict of interest in any matter before the Authority shall disclose that interest prior to the Authority taking any action with respect to the matter. This disclosure shall become part of the record of the Board's official proceedings. Any director having a conflict of interest shall then refrain from participating in the Board's decision-making process relative to such matters. For the purposes of this section, property separated by roads, avenues, or streets are not considered immediately adjoining.

Article IV – Officers

Section 1. Officers: The officers of the Authority shall be elected by the Board of Directors and shall consist of a Chairperson, Vice Chairperson and Secretary/Treasurer. The Board of Directors may also appoint a recording Secretary who need not be a member of the Board.

Section 2. Election and Terms of Office: The officers of the Board of Directors shall be elected annually by the Board. If the election of officers shall not be held or made at such meeting, such election shall be held or made as soon thereafter as it is convenient. Each officer so elected or appointed shall hold office for the term of which he/she is elected or appointed and until a successor is elected or appointed and qualified, or until his/her resignation or removal.

Section 3. Vacancies: A vacancy in any of the above mentioned offices because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board of Directors for the unexpired portion of the term of such office.

Section 4. Chairperson and Vice Chairperson: The Chairperson shall preside at all meetings of the Board of Directors and shall discharge the duties of a presiding officer. In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers and be subject to all the restrictions of the Chairperson.

Section 5. Secretary/Treasurer: The Secretary/Treasurer shall attend all meetings of the Board of Directors and record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Secretary/Treasurer shall prepare, with the assistance of appropriate Township officials, annual financial report covering the fiscal year of the Authority. The Secretary/Treasurer shall also preside at all meetings of the Board of Directors where the Chairperson and Vice Chairperson are also unavailable.

Article V – Meetings

Section 1. Annual Meeting: An annual meeting shall be held the first meeting in January at a time and place to be set by the Board of Directors. Election of officers shall occur at the annual meeting. If the election of officers does not occur at the annual meeting, the

Board of Directors shall cause the election to be held at a regular or special meeting of the Board within 90 days of the Annual Meeting.

Section 2. Regular Meetings: Regular meetings of the Board of Directors shall be held at a time and place to be set by the Board.

Section 3. Special Meetings: Special meetings of the Board of Directors may be called by Chairperson, by the Vice Chairperson in the absence of the Chairperson, or by any three members by giving twenty-four hours notice of the meeting stating the purpose of the meeting and by posting the notice eighteen hours prior to the meeting.

Section 4. Notice: Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 266 of the Public Acts of 1976)

Section 5 Quorum: A majority of the members of the Board in office shall constitute a quorum for the transaction of business. A vote of a majority of the members shall constitute the action of the Board unless the vote of a larger number is required by statute, or elsewhere in these rules. In the event that effective membership is reduced because of a conflict of interest, a majority of the remaining members eligible to vote shall constitute the action of the Board.

Section 6 Open and Closed Meetings: All regular and special meetings of the Board shall be open to the public. Closed meetings of the Board may be called for purposes listed in the Open Meetings Act 267 of the Public Acts of 1976 as amended if approved by the Authority.

Section 7. Status Reports: Periodic reports to the Township Board on the status of the activities of the Authority shall be made as necessary.

Article VI – Amending Bylaws

Section 1. Amendments: These bylaws may be altered or amended or repealed by the affirmative vote of the Board of Directors then in office at any regular meeting or at a special meeting called for that purpose.

Article VII – Indemnification

Section 1. Indemnification: Whenever any claim is made or any civil action is commenced against any officer or employee of the DDA, or injuries to person or property caused by negligence of the officer or employee which in the course of his/her employment, and while acting within the scope of the authority, the Board of Directors may, but is not required, to pay for legal services and also, for any judgment or compromised settlement of the claim.

ADOPTED:

YEAS: Chair Susan Fulk, Vice-Chair Renee Korrey, Supervisor Ron Styka, Members Peter Campbell, Bill Cawood, Will Randle, Jim Raynak, Scott Weaver

NAYS: None

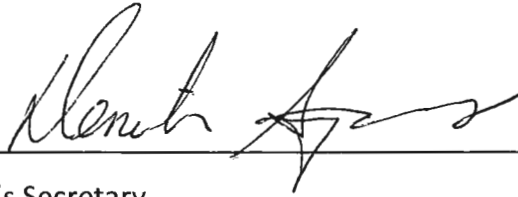
ABSENT: Demetrios James Spanos

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the duly authorized and acting Secretary of the Downtown Development Authority of the Charter Township of Meridian, hereby certify that the foregoing Bylaws were amended by the Board of Directors of the Downtown Development Authority of the Charter Township of Meridian on the 3rd day of June, 2019.



It's Secretary