



AGENDA

CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority

December 7, 2020 7:30 am
VIRTUAL ZOOM MEETING
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 – November 2, 2020
5. PUBLIC REMARKS
6. FINANCIAL REPORT
7. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill November 2020
8. OLD BUSINESS
 - A. Village of Okemos Progress Report
 - i. Project update
 - ii. Okemos Road Beautification
 - B. Business Survey Results
9. NEW BUSINESS
 - A. 2021 Calendar and Resolution
 - B. 2021 DDA Goals
10. REPORTS
 - A. Township Board
 - B. Planning Commission
 - C. Chair
 - D. Staff
11. OPEN DISCUSSION/BOARD COMMENTS
12. PUBLIC REMARKS
13. NEXT MEETING DATE
 - A. January 4, 2021, 7:30am – Town Hall Room, 5151 Marsh Road, Okemos
14. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
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, November 2, 2020 – Minutes

Members

Present: Susan Fulk, Renee Korrey, Jim Raynak, Scott Weaver, Bill Cawood, and Tom Stanko

Members

Absent: Jim Spanos, Peter Campbell, Will Randle, Supervisor Ron Styka

Staff

Present: Community Planning & Development Director Mark Kieselbach, Neighborhoods & Economic Development Director Amber Clark, and Township Manager Frank L. Walsh

Others

Present: Trustee Patricia Herring Jackson

1. CALL MEETING TO ORDER

Chair Fulk called the meeting to order at 7:30am and read the mission statement.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF MEETING MINUTES OF OCTOBER 5, 2020

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

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

Staff provided a summary update on the October 2020 Financial Report. Report on file.

6. AUTHORIZATION OF PAYMENTS

Director Clark stated the October Consumers Energy bill is \$107.66.

MOTION BY MEMBER CAWOOD TO AUTHORIZE THE OCTOBER PAYMENT TO CONSUMERS ENERGY IN THE AMOUNT OF \$107.66. SUPPORTED BY MEMBER RAYNAK. MOTION APPROVED 6-0.

7. OLD BUSINESS

a. Village of Okemos Progress Report

i. MRF Public Hearing and Township Board Discussion

Director Clark reported that the application for the Meridian Redevelopment Fund was approved by the Economic Development Corporation (EDC) and the Township Board for the Village of Okemos project. The approval of just over \$85,000 will be reimbursable to the developer upon demolition.

b. Copy of Authorized Consumers Energy Bill September 2020

A copy of the bill in the amount of \$107.20 was included because it was missed in last month's packet.

8. NEW BUSINESS

a. Downtown Development Authority Debit Card-Authorization for Payments

Director Clark stated she has received a debit card for the DDA. It would reduce administration time if we used it to pay the routine monthly bills. Chair Fulk mentioned she thought it would be a great way to proceed.

MOTION BY MEMBER KORREY TO USE THE DDA DEBIT CARD TO PAY ROUTINE MONTHLY BILLS WITH COPIES OF THE BILLS SHARED WITH THE DDA. SUPPORTED BY MEMBER WEAVER. MOTION APPROVED 5-1.

b. Downtown Okemos-Eastside Businesses Survey Update

Director Clark reported she plans on the business surveys to go out on Thursday along with a press release and information on social media. The surveys will give us a check on how our local businesses are doing. Local businesses will have 30 days to complete the electronic survey. Director Clark will share the survey results with the DDA. Director Korrey suggested the DDA may want to consider discussion, at a future meeting, on a long term plan for helping businesses through 2021.

c. WLNS Advertisings Promo Package-Business Outreach

Director Clark reported that she and Communications Manager Yates met with WLNS to discuss an advertising package for local businesses. There would be three businesses on a 30 second commercial along with promotion for the Township. The commercial would be seen 90 times. Each business would be able to participate at a discounted rate of \$100 and the Township Economic Development Corporation and the Communication Commission would cover the remainder \$275 per business. Director Clark shared a sample commercial and stated we were hoping to get 20-40 businesses to participate. The DDA did express interest in the program and will pursue it in the first quarter of 2021.

9. REPORTS

A. Township Board

Manager Walsh reported the following:

- A Township family is expected to close on the Walnut Hills property in the next week.
- The 2020 local road plan is complete. The 2021 local road plan will be discussed at the first Township Board meeting in December.
- The Board annual goal setting meeting will be on Monday, November 23rd.
- The Marketplace on the Green opened.

- The South Fire Station has a new solar panel on its roof. In addition, one will be installed on the restroom at the Marketplace on the Green. Also, the Board has dedicated \$300,000 to solar projects for 2021.
- The Township diversity, equity, and inclusion program is beginning with internal surveys.
- The former Value Tire on Jolly Road will become a restaurant named Joe's on Jolly.

B. Planning Commission

Director Kieselbach provided a summary of recent Planning Commission activities.

C. Chair Report

None.

D. Staff Report

Director Clark reported that she plans to have the reimbursement agreement complete by the end of the month for the Village of Okemos project. She also reviewed the current development projects.

10. OPEN DISCUSSION/BOARD COMMENTS

None.

11. PUBLIC REMARKS

None.

12. NEXT MEETING DATE

- a. December 7, 2020, 7:30am

13. ADJOURNMENT

The meeting adjourned without objection.

Providing a safe and welcoming, sustainable, prime community.



Meridian Twp DDA
Preliminary Financial Statements
 Period Ending 11/30/2020 - UNAUDITED

BALANCE SHEET

	Year to Date
ASSETS	
Cash	\$42,276.92
Due from General Fund	\$0.00
Taxes Receivable	\$0.00
Accounts Receivable	\$0.00
Prepaid Expense	\$0.00
TOTAL ASSETS	<u><u>\$42,276.92</u></u>
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	\$124,500.00
TOTAL LIABILITIES	<u><u>\$124,500.00</u></u>
FUND BALANCE	
Fund Balance 12/31/19	(\$90,640.03)
2020 YTD Net Income	\$7,550.30
TOTAL FUND BALANCE	<u><u>(\$83,089.73)</u></u>
TOTAL LIABILITIES & FUND BALANCE	<u><u>\$41,410.27</u></u>

INCOME STATEMENT

	<u>October</u>	<u>November</u>	<u>Year to Date</u>
REVENUES			
Tax Capture	\$0.00	\$0.00	\$11,493.60
PPT Reimbursement	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
DDA Downtown Events/Donations	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$5.17
TOTAL REVENUE	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,498.77</u>
EXPENDITURES			
Operating Costs	\$107.66	\$126.65	\$1,147.47
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	\$3,735.00	\$0.00	\$2,801.00
TOTAL EXPENDITURES	<u>\$3,842.66</u>	<u>\$126.65</u>	<u>\$3,948.47</u>
2020 Net Income	<u><u>(\$3,842.66)</u></u>	<u><u>(\$126.65)</u></u>	<u><u>\$7,550.30</u></u>

REVENUE AND EXPENDITURE REPORT FOR MERIDIAN TWP

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
900-000.000-402.000	CURRENT PROPERTY TAXES	30,200.00	11,493.60	0.00	18,706.40	38.06
900-000.000-576.000	OTHER INTRGOVTL REVENUE	12,000.00	0.00	0.00	12,000.00	0.00
900-000.000-665.000	INTEREST	0.00	5.17	0.00	(5.17)	100.00
Total Dept 000.000		42,200.00	11,498.77	0.00	30,701.23	27.25
TOTAL REVENUES		42,200.00	11,498.77	0.00	30,701.23	27.25
Expenditures						
Dept 000.000						
900-000.000-728.000	OPERATING SUPPLIES	3,000.00	1,020.82	0.00	1,979.18	34.03
900-000.000-820.000	CONTRACTUAL SERVICES	1,000.00	(740.00)	0.00	1,740.00	(74.00)
900-000.000-995.000	DEBT SERVICE-INTEREST	4,485.00	2,801.00	0.00	1,684.00	62.45
Total Dept 000.000		8,485.00	3,081.82	0.00	5,403.18	36.32
TOTAL EXPENDITURES		8,485.00	3,081.82	0.00	5,403.18	36.32
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		42,200.00	11,498.77	0.00	30,701.23	27.25
TOTAL EXPENDITURES		8,485.00	3,081.82	0.00	5,403.18	36.32
NET OF REVENUES & EXPENDITURES		33,715.00	8,416.95	0.00	25,298.05	24.97

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 900 DOWNTOWN DEVELOPMENT AUTHORITY							
Assets							
11/01/2020			900-000.000-001.000 CASH		BEG. BALANCE		41,536.92
11/09/2020	GJ	JE	RCRD CX 207 FROM BLUESKY DEVELOPMENT	59838	740.00		42,276.92
11/30/2020			900-000.000-001.000	END BALANCE	740.00	0.00	42,276.92
TOTAL Assets					740.00		42,276.92
TOTAL FOR FUND 900 DOWNTOWN DEVELOPMENT AUTHORITY					740.00		42,276.92



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

Amount Due: \$126.65
Please pay by: December 08, 2020



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

▶ **Thank You** - We received your last payment of **\$107.66** on **November 02, 2020**

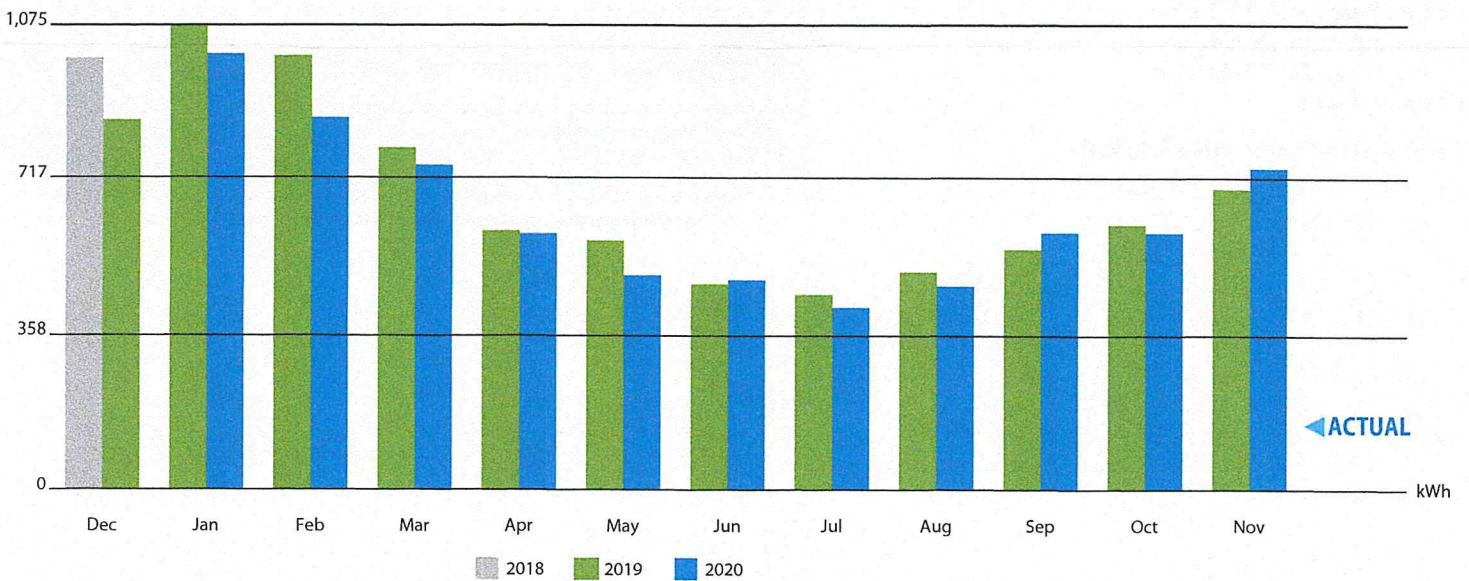
▶ **Service Address:**
2167 Hamilton Rd
Okemos MI 48864-1643



November Energy Bill

Service dates: **October 15, 2020 - November 15, 2020 (32 days)**

Total Electric Use (kWh - kilowatt-hour)



November Electric Use

740 kWh
November 2019 use: 692 kWh



Cost per day: \$3.96



kWh per day: 23



Prior 12 months electric use: 7,847 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.



COVID-19: The latest information can be found at www.ConsumersEnergy.com/coronavirus. We are committed to the health and safety of our co-workers, customers and communities.

Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



You can pay your bill by mail, by phone or online
See reverse side for more information

Account: **1000 5603 2681**

Service Address:
MERIDIAN CHARTER TOWNSHIP
2167 Hamilton Rd
Okemos MI 48864-1643

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

Amount Due: \$126.65
Please pay by: December 08, 2020
▶ **Enclosed:**

I 100056032681 000000126656 0000 2056 8 000000000000 H



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: November
Service dates: 10/15/2020 - 11/15/2020
Days Billed: 32
Portion: 14 11/20

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read date is on or around 12/15/2020

Electric Service:

Smart Meter
Meter Number: 31278553
POD Number: 0000004053513
Beginning Read Date: 10-15
Ending Read Date: 11-15
Beginning Read: 28094
Ending Read: 28834 (Actual)
Usage: 740 kWh

Total Metered Energy Use: 740 kWh

November Energy Bill

Invoice: 201896460605

Account Summary

Last Month's Account Balance	\$107.66
Payment on November 02, 2020	\$107.66-
Balance Forward	\$0.00

Payments applied after Nov 16, 2020 are not included.

Electric Charges

Energy	740@ 0.095527	\$70.69
Cap. Tax Reform Credit	740@ 0.000446-	\$0.33-
PSCR	740@ 0.005880-	\$4.35-
System Access		\$27.94
Distribution	740@ 0.042472	\$31.43
Dist. Tax Reform Credit	740@ 0.000848-	\$0.63-
Power Plant Securitization	740@ 0.001342	\$0.99
Low-Income Assist Fund		\$0.91

Total Electric \$126.65

Total Energy Charges \$126.65

Amount Due: \$126.65
by December 08, 2020

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.

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

Ways to pay your energy bill:



Auto-pay
Checking or savings

Auto-pay
Discover® MasterCard®
or Visa®
(Eligibility varies)



eLockbox
via ACH

Secure electronic
payment with
emailed remittance



Same-day payment
ConsumersEnergy.com

Discover® MasterCard®
Visa® or eCheck



Same-day payment
866-329-9593

Discover® MasterCard®
Visa® or eCheck



By mail
Check, money order

Consumers Energy
Payment Center
P.O. Box 740309
Cincinnati, OH 45274-0309



In person
Cash, check, card
or money order

Varies by authorized
payment location
Fee may apply

For more information, visit ConsumersEnergy.com/waystopay

\$126.65

Payment Total

Confirmation Number:

#1270227894

Payment Breakdown

Account Number:

#100056032681

Total Payment:

\$126.65

Balance After Payment:

\$0.00

Charged To:



***2615

Process Date:

Dec 03, 2020



To: Downtown Development Authority

From: Amber Clark Director Neighborhoods & Economic Development

Date: December 7, 2020

Re: Village of Okemos Progress Report & Okemos Road Beautification

On Tuesday November 24th the True North Development Company, Meridian Township, and Village of Okemos Development team held a public Zoom meeting to inform the public of the updates and changes made to the Village of Okemos redevelopment project. Members of the general public were invited to hear the first announcement for many months, highlighting that demolition will begin on the property this year and complete at the end of January 2021.

During the public meeting the Economic Development department presented the public with a quick synopsis of Meridian Township's involvement with implementation of the project through the Meridian Redevelopment Fund. The Meridian Economic Development Corporation will enter into a Development Agreement with the developers to reimburse eligible costs for Asbestos and Demolition on the site. The agreement is written to encourage fast action is taken with regard to the demolition timeline. The amount of funds available for reimbursement change based on the date of activity. Should the developers complete their demolition according to the attached schedule the full \$85,482 will be available for use. The agreement will also allow for simultaneous submission and reimbursement. So the Developer has a true incentive to remove the dilapidated properties quickly.

Members of the public were also interested to know if Ingham County road work planned for Okemos road and the Okemos Bridge reconstruction included road work through the Hamilton Road and Okemos Road intersection. According to Ingham County/Tri County Planning, the road work scheduled for 2022 will stop at Okemos and Clinton Rd. At this time the Meridian township staff, True North Development team and Tri-County Planning are working to find financial options that could support continuing road work through Hamilton and Okemos road intersections. To request that Tri County include this work in the 2022 schedule would delay the bridge work entirely. We will continue to look for additional funding resources as having those road improvements will enhance the newly developed site.

Okemos Road Beautification

Following the conversation about Village of Okemos improvements, the development team is looking to have input and implementation of improvements in the DDA to enhance the look and feel of travel into and through the DDA. This major thoroughfare into our community and heavily travelled and eventually these four corners will be redeveloped with site improvements that truly define the DDA. It will be imperative to make sure that the way we present our DDA to the region in way that equally represents our pride in our community.

SCHEDULE OF PERFORMANCE

The following table provides an estimated timeline associated with the completion of each task outlined in this RFPQ. Time is of the essence and this timeline is provided from the date of this RFPQ submittal to Contractors and assumes no significant delays due to natural disasters. All work will be considered complete for schedule purposes when the Property has passed inspection by the Owner's Project Manager, the Contractor has completed removal of all demolition materials, supplies and equipment and the Contractor has returned the Property to the Owner's Project Manager in a condition that satisfies the Owner's Project Manager. Contractor shall be responsible for making up all time lost by delay including delays caused by typical weather conditions. Extreme weather conditions that may occur during the Contractor's planned work period will be considered for extensions to the completion schedule by the Owner's Project Manager. Notwithstanding the foregoing, Contractor shall not be responsible to make up for delays attributable to natural disasters.

The Contractor shall comply with the Township ordinance as it relates to working hours and comply with all applicable ordinances and restrictions.

Contractor in making its proposal must acknowledge on the Bid Proposal that it can complete its services in accordance with the schedule below. Should additional time be required the Contractor may propose an alternate schedule. Any and all variances to this schedule must be cleared by the Consultant prior to the commencement of the work.

Deliverable Description	Date or Completion Deadline (date or days)
Confirmation of Gas and Electric Utility Disconnections	Thursday, October 15, 2020
Pre-Demolition Hazardous Materials Survey Report for Identification and Quantifying Asbestos Containing Materials (ACM), Lead-containing Paint, and Hazardous Materials prior to Demolition Activities	Wednesday, November 11, 2020
Temporary Soil Erosion and Sedimentation Control (SESC) Plans	Thursday, November 12, 2020

Technical Specifications for Asbestos Abatement, Universal Waste Removal and Demolition Services RFPQ	Monday, November 16, 2020
RFPQ, Exhibits, Enclosures, Forms, and Bid Proposal Packet Issued to Contractors for Asbestos Abatement, Universal Waste Removal and Demolition Services	On or before Wednesday, November 18, 2020 at 5:00 P.M.
Mandatory Pre-Bid Walk Examination (a)	<p>By scheduled appointment only with Advanced Redevelopment Solutions during the timeframes below.</p> <p><i>Text to Schedule – Eric P. Helzer – Cell: 517-648-2434</i></p> <p><i>Friday, November 20, 2020 between ---</i></p> <ul style="list-style-type: none"> • 8:00 A.M. to NOON and • 2:30 P.M. to 6:00 P.M. <p><i>Monday, November 23, 2020 between ---</i></p> <ul style="list-style-type: none"> • 9:00 A.M. to 4:00 P.M.
Pre-Bid Questions (b)	On or before Tuesday, November 24, 2020 at 2:00 P.M.
Pre-Bid Question Responses	On or before Wednesday, November 25, 2020 at 2:00 P.M.
Bid Proposal Due to Consultant	On or before Friday, November 27, 2020 at NOON
Notification of Award (c)	On or before Tuesday, December 1, 2020 at 5:00 P.M.
Asbestos Agency Notification (d)	Within 1 business day of Receipt of Notification of Award
Agency Notifications (e)	Within 3 business days of Receipt of Notification of Award and 14 calendar days before beginning Universal Waste Removal/Demolition activities
2020 Notice to Proceed - Asbestos Abatement/Universal Waste Removal and Building Demolition	On or before Tuesday, December 7, 2020 at 5:00 P.M.
Blight Elimination & Pad Ready Contractor Services Period	All Universal Waste Removal on or before Friday, December 18, 2020 at 5:00 P.M.

	All Lead and Asbestos Abatement on or before Friday, January 8, 2021 at 5:00 P.M. (f)
	All Building Demolition (inc. Engineered Backfill & Compaction, 1"-2" Stone Placed and Rolled, Sidewalk Removal and Replacement) on or before Friday, January 29, 2021 at 5:00 P.M. (g)
	All Site Demolition work within 30 calendar days of receipt of 2021 Notification to Proceed-Site Demolition Work
2021 Notice to Proceed - Site Demolition	On or before Wednesday, June 30, 2021 at 5:00 P.M. (h)

FOOTNOTES:

(a) Due to the COVID-19 Pandemic, individual Contractor Firms Pre-Bid Walk Examinations will be conducted to limit contact of multiple individuals from multiple Contractor firms. All individuals' who participate in the Pre-Bid Walk will be required to wear a face covering. The face coverings are in addition to other health precautions already in place such as frequent hand washing and maintaining a six-foot physical distance from others.

1. No one should attend a bid walk under the following circumstances:

A. They have any of the following symptoms that can indicate possible COVID-19 infection such as:

- i. Fever($\geq 37.8^{\circ}\text{C}/100^{\circ}\text{F}$)
- ii. Sore throat
- iii. Shortness of breath
- iv. Difficulty breathing
- v. Unexplained muscle aches
- vi. New onset cough
- vii. Loss of sense of smell or taste
- viii. Nasal congestion or runny nose (different from pre-existing allergies)

B. They have been diagnosed with COVID-19 in the past 14 days.

C. They do live with someone who has been diagnosed with COVID-19.

D. In the past 14 days, they have been identified as a contact requiring self-monitoring for symptoms by a public health agency or as part of “contact tracing” related to someone diagnosed with COVID-19.

E. By signing into the bid walk, each person attests they are free of symptoms, have not been diagnosed nor live with someone who has been diagnosed with COVID 19, and are not self-monitoring for COVID 19 symptoms.

2. All participants need to wear a mask.

3. Social Distancing must be maintained at all times during the bid walk. Where there are small spaces, individuals will either enter individually or in small groups.

- (b) Contractor must contact the Owner’s Project Manager (Consultant) identified below with any questions related to this request for proposals.
- (c) Anticipated date for Notification of Award. Contract Authorization is anticipated within 3 business days of Notification of Award.
- (d) Within 1 business day of the Notification of Award the Contractor’s Abatement Contractor shall furnish to the proper authorities written notice of intention to remove asbestos 10 working/business days prior to commencing any such work in accordance with details given in 40 CFR 61.22 (d) and local regulations. No abatement work may be performed until the notification requirement has been met by both the Contractor. The Contractor shall also be solely responsible for payment of all applicable fees and charges these agencies may apply. Failure to notify agencies in a timely manner will not excuse the awarded Contractor from completing the work within the Services Period identified.
- (e) The Contractor will be responsible for fulfilling all notification requirements, other than Note {d} above, and must notify all applicable regulatory agencies and all applicable federal, state, or local municipalities within 3 business days of the Notification of Award. The Contractor shall also be solely responsible for payment of all applicable fees and charges these agencies may apply. Failure to notify agencies in a timely manner will not excuse the awarded Contractor from completing the work within the Services Period identified.

IMPORTANT NOTE: The Contractor shall coordinate at this time with the Owner’s Project Manager (Consultant) and Consumers Energy regarding electrical transmission line and poles stabilization requirements and schedule.

- (f) Asbestos portion of services will be considered complete for schedule purposes when the project site has passed required air clearance testing, the Contractor has completed removal of all supplies and equipment and the Contractor has returned the building to the Owner’s Project Manager (Consultant) in a condition that satisfies the Owner’s Project Manager or its appointed Environmental Consultant’s Industrial Hygienist and enables the building to begin demolition.

Phase Contrast Microscopy (PCM) Asbestos Air Samples will be collected pursuant to NIOSH 582 methodology and EPA, OSHA and AHERA Requirements, analyzed and results verbally expressed to the Owner's Project Manager and to the Contractor within twenty-four (24) hours after completion of each day's abatement activities. The appointed Environmental Consultant's Industrial Hygienist will collect the necessary number of Perimeter air samples on the exterior of the Project enclosures.

All work will be considered complete for schedule purposes when the Property has passed rough grade inspection, the Contractor has completed removal of all demolition materials, supplies and equipment and the Contractor has returned the Property to the Owner's representative (Consultant) in a condition that satisfies the Owner's representative.

- (g) The completion deadline for Services includes the EGLE 10-day notice of demolition requirement.
- (h) Site Demolition schedule anticipates that the vertical development schedule will commence by August 1, 2021. Any delay in the start of vertical development construction may result in a delay of the 2021 Notice to Proceed - Site Demolition being issued to the Contractor.



To: Meridian Downtown Development Authority

From: Amber Clark Director Neighborhoods & Economic Development

Date: December 7 2020

Re: Business Needs Survey

Summary

The Economic Development department with direction from the Economic Development Corporation Directors submitted a Business Needs survey to small business owners within Meridian Township. The results of the survey will be used to further the local business support initiative the Meridian Economic Development Corporation and Department take to provide relief for business owners. The survey was posted November 1st and closed November 30th with 25 businesses submitting their results. The results of the survey have been altered to not show specific business names but provide information related to industry, business size, how they are currently operating and what they believe the Economic Development Department can do to be the most beneficial for their business.

History

Meridian Economic Development Corporation utilized a small portion of funds from the Meridian Redevelopment Fund in April 2020 to support local small businesses through a grant initiative. Awarded businesses received \$4000 to be used at any time to provide relief while the number of COVID-19 cases increased and the limitations on gatherings became more restrictive. The need to adapt quickly became a priority for local businesses and the grant could be used in any way to ensure that doors could remain open. It was mentioned by members of the Economic Development Corporation that a survey should be submitted to businesses to determine how well the grant assisted operations and what else could be done to improve their current status.

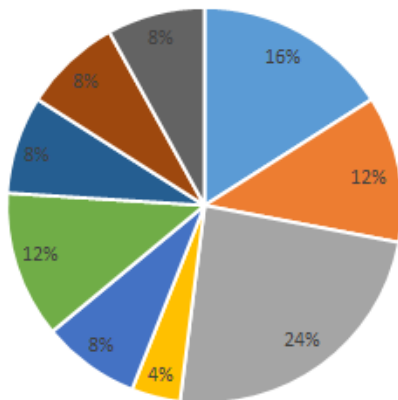
Budgetary Considerations

There are currently no budgetary considerations for the business survey.

Recommendation

The small business grants according to many of the business owners, allowed them to make adaptations to remain in operation or paid for necessary payroll, PPE, or other essential items. My recommendation is that the EDC review the results of the survey together we create a small business support initiative with multiple resources for businesses in 2021. This would be a 6 month program that begins January 2021 to support through June 2021.

Business Needs Survey Responses By Industry

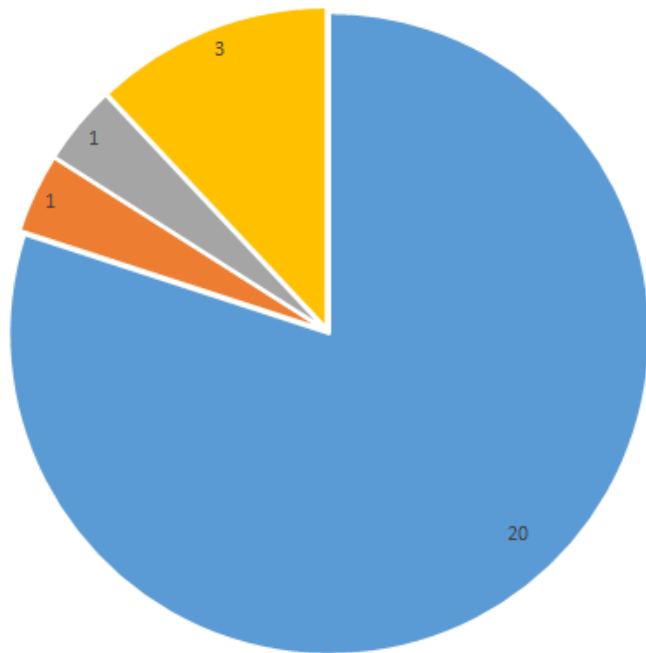


- Retail
- Personal Care/Grooming
- Restaurant/Dining
- Business Services
- Educational Services
- Health Care
- Fitness/Gym
- Sole Proprietor
- Non profit

Current Operation Status



Requested Assistance Type



■ Grant Funding/Assistance ■ All ■ Access to Clients/E-Commerce Assistance ■ Nothing



To: Meridian Economic Development Corporation

From: Amber Clark Director Neighborhoods & Economic Development

Date: December 7, 2020

Re: 2021 Calendar Resolution

Recommendation:

Approval and adopt the attached calendar dates for the regular meeting of the Meridian Downtown Development Authority. Meetings will be scheduled generally for the first Monday of each month beginning at 7:30am. Meetings are currently held virtually due to the outbreak of COVID-19. When regular in person meetings resume, meetings will be held in the Town Hall room of Meridian Township offices 5151 Marsh Road, Okemos MI 48864.

The following motion is proposed:

MOVE TO APPROVE THE 2020 MEETING SCHEDULE FOR THE DOWNTOWN DEVELOPMENT AUTHORITY OF MERIDIAN TOWNSHIP AS PROPOSED.

Attachments

- A. 2021 DDA Calendar Resolution

**Downtown Development Authority Meeting Dates
2021 Schedule**

RESOLUTION

At a regular meeting of the Downtown Development Authority Corporation of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 7th day of December, 2020 at 7:30 AM., Local Time.

PRESENT:

ABSENT:

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

WHEREAS, Public Act 267 of the Public Acts of 1976 requires the publication of the meeting schedule of every municipal board at least once a year; and

WHEREAS, the Downtown Development Authority (DDA) desires to announce the time, date, and place of all regular meetings of the DDA, pursuant to the provisions of Act 267 of the Public Act of 1976.

NOW, THEREFORE, BE IT RESOLVED BY THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:

1. The Downtown Development Authority will meet for at least 12 regular meetings on certain Mondays, January through December in 2021 in the Town Hall Room of the Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864 517.853.4258.
2. The specific dates for meetings are as follows:

January	4 - regular meeting
February	1 - regular meeting
March	1 - regular meeting
April	5 - regular meeting
May	3 - regular meeting
June	7 - regular meeting
July	12 - regular meeting
August	2 - regular meeting
September	13 - regular meeting
October	4 - regular meeting
November	1 - regular meeting
December	6 - regular meeting

Downtown Development Authority
2021 Schedule

3. Meetings will begin at approximately 7:30am
4. Special meetings of the Downtown Development Authority may be called pursuant to the applicable statute.
5. Regular meetings may be canceled, recessed, or postponed by members of the Downtown Development Authority pursuant to the applicable statute.
6. A summary of this resolution stating date, place, and time shall be posted in the Meridian Municipal Building within ten (10) days after the first regularly scheduled meeting of the year in accordance with MCL 15.265.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the Downtown Development Authority of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Downtown Development Authority held on the 7th day of December, 2020.

Susan Fulk
Downtown Development Authority Chairperson



To: Downtown Development Authority

From: Amber Clark Director Neighborhoods & Economic Development

Date: December 7, 2020

Re: DDA 2021 Goals

Annually the Township Board and Meridian Township staff establish annual goals to meet specific metrics that take priority focus throughout the year. The Township Board will adopt their annual 2021 goals at the next Township board meeting on Tuesday December 8th, 2020. While reviewing the events of this year, here are some goals we could focus on in 2021:

- Vertical Construction of the Village of Okemos Development project
- Continue communication, collaboration with Ingham County, State of Michigan and other funding resources for corridor improvements on Okemos road
- Consideration of Landscaping/Entrance beautification project
- Support for Small business owners in the DDA due to the impact of COVID-19

Your concurrence is appreciated,

Amber Clark