



AGENDA

CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority

July 12, 2021 7:30 am
Municipal Building - Town Hall Room
5151 Marsh Road, Okemos



1. CALL MEETING TO ORDER
2. ROLL CALL
3. MISSION: The Meridian Township DDA mission is to beautify and revitalize downtown Okemos as a very desirable place to shop, live, and do business. It is a commitment to promoting and improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – June 7, 2021
6. PUBLIC REMARKS
7. FINANCIAL REPORT
 - A. Monthly Financials
8. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill June 2021
9. OLD BUSINESS
 - A. Downtown Development Authority Celebrate Okemos Budget Approval
10. NEW BUSINESS
 - A. Village of Okemos- Downtown Revitalization Letter of Support
 - B. Downtown Development Authority Tenant Incentives
 - C. Selection of Date/Time Downtown Development Authority Study Session
11. REPORTS
 - A. Township Board
 - B. Township Manager
 - C. Planning Commission
 - D. Chair
 - E. Staff
12. OPEN DISCUSSION/BOARD COMMENTS
13. PUBLIC REMARKS
14. NEXT MEETING DATE
 - A. August 2, 2021, 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 7, 2021 – Minutes

Members

Present: Susan Fulk (departed 8:10am), Renee Korrey, Bill Cawood, Will Randle, Tom Stanko, and Peter Campbell (joined at 8:02am)

Members

Absent: Scott Weaver, Supervisor Ron Styka, Jim Raynak, and Jim Spanos

Staff

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

Others

Present: Planning Commissioner Mark Blumer

1. CALL MEETING TO ORDER

Chair Korrey called the meeting to order at 7:32am and read the mission statement.

2. APPROVAL OF THE AGENDA

MOTION BY MEMBER CAWOOD TO APPROVE THE AGENDA. SUPPORTED BY MEMBER STANKO. MOTION APPROVED 5-0.

3. APPROVAL OF MEETING MINUTES OF MAY 3, 2021

Member Fulk mentioned that Jim Spanos was not present at the meeting and should be removed from the minutes.

MOTION BY MEMBER FULK TO APPROVE THE AMENDED MINUTES. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 5-0.

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financials

Director Clark reported that the current cash on hand is \$57,320. The DDA mortgage note is \$124,500. So, the total year to date (YTD) is (\$67,198). YTD tax capture is 15,752.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill May 2021

MOTION BY MEMBER STANKO TO APPROVE THE PAYMENTS OF THE MAY 2021 CONSUMERS ENERGY BILL IN THE AMOUNT OF \$109.59. SUPPORTED BY MEMBER RANDLE. MOTION APPROVED 5-0.

7. OLD BUSINESS

A. Village of Okemos Update

Member Randle reported he has been meeting with the neighbors and the staff at the Township. There have been changes to the project that are finance centered. Bank are wanting commercial space reduced in projects. Finding retail tenants in this market is proving to be difficult. Removing the 5th floor off all of buildings of project and adding surface parking will save \$4 million on the project. The total residential units proposed was 286 and the new proposal is 200 units. The amended plan includes not building along Okemos Road right now, but building a linear park along Okemos Road. Residential housing along Ardmore that would consist of townhomes on the first two levels and two stories of flats above. Along Hamilton, the building would be mixed use. Douglas J is still planning on being the anchor tenant on the first floor of the building along Hamilton. The choice to build the project this way is driven by economics. Member Randle and staff are working on the amendment to bring forward. This amendment will allow for building to begin in the fall of this year.

Discussion of the DDA's input on the project. Involve the DDA in a collective voice and reaching out to the key stakeholders with Member Randle alongside. Create a subcommittee to create the DDA voice of the project and meet with the local community on the project changes.

8. NEW BUSINESS

A. Downtown Development Authority Meeting Start Times

Director Clark stated it has been requested to change the meeting start times from 7:30am to 8:00am. Discussion revealed support for the 7:30am start time.

MOTION TO APPROVE ALTERATION OF DOWNTOWN DEVELOPMENT AUTHORITY MEETING START TIME TO 8:00AM FOR EVERY REGULARLY SCHEDULED MEETING. 1-IN FAVOR AND 5-OPPOSED. MOTION IS NOT APPROVED.

B. Downtown Development Authority Loan Forgiveness Letter

Director Clark mentioned the background of the DDA loan. In 2013, a loan agreement was formed by the DDA and Meridian Township Board for \$190,000 for streetlight installations throughout the DDA. 2012 the Township was notified of a tax appeal made by the DDA's largest commercial operator. The tax appeal was approved with a reduction in tax value in 2010 for \$1.2 million, 2011 for \$1.5 million, and over \$2 million in 2012. The DDA as the responsible tax authority then owed this establishment \$84,078.41. At the time the cash on hand was \$ 27,751. To pay the remaining they required additional funding in a loan from the Meridian Township General Fund. The DDA reviewed and discussed a draft loan forgiveness letter.

MOTION BY CHAIR KORREY TO APPROVE THE DDA LOAN FORGIVENESS LETTER WITH EDITS AND SUBMIT TO THE MERIDIAN TOWNSHIP BOARD FOR DISCUSSION AND APPROVAL. SUPPORTED BY MEMBER STANKO. MOTION APPROVED 5-0.

9. REPORTS

A. Township Board

Treasurer Deschaine reported the following:

- The Board voted to move forward with the Sparrow rezoning at Jolly and Kansas Road
- Reviewing and approving the Citizen's Survey
- Residents are collecting signatures to put recreational marijuana on the ballot

B. Township Manager

Manager Walsh reported the following:

- Thank you to the DDA for making Mark Kieselbach's retirement party special
- Welcome to Director Schmitt
- 2020 Audit was positive and showed growth in our fund balance to \$10 million
- Assessor is stepping down and working for East Lansing full-time. We have hired Ashley Winstead as the new Assessor beginning on June 28, 2021. She is currently serving as the Assessor for the City of Howell.
- Working on a new building agreement with the City of Mason
- Local road work is underway
- Working on cybersecurity
- Police awards will be on June 24th at 6:00pm at the Marketplace on the Green
- Township is fully re-opened
- Solar program will be underway soon at the Service Center

C. Planning Commission

Planning Commissioner Mark Blumer provided a summary of recent Planning Commission activities.

D. Chair Report

Looking forward to working with Director Clark and the DDA members on external communication regarding the Village of Okemos project changes.

E. Staff Report

Director Schmitt introduced himself. He plans on updating the sign ordinance as one of his first projects.

Director Clark shared that Consumers Energy will be offering two \$250,000 grants to two communities for neighborhood revitalization or arts and culture. The letter of intent is due on June 18, 2021. She is gathering ideas for the grant.

10. OPEN DISCUSSION/BOARD COMMENTS

None.

11. PUBLIC REMARKS

None.

12. NEXT MEETING DATE

a. July 12, 2021, 7:30am

13. ADJOURNMENT

The meeting adjourned without objection.



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

Amount Due: \$109.59
Please pay by: May 07, 2021



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



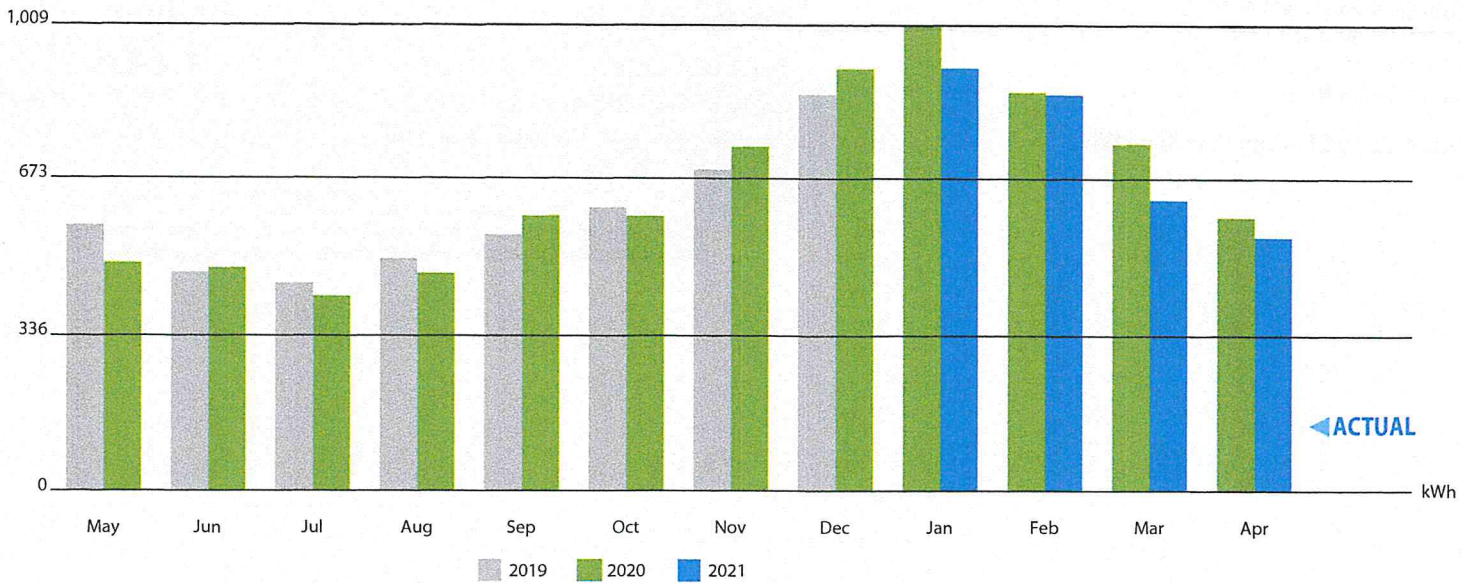
▶ **Thank You** - We received your last payment of **\$118.85** on **April 14, 2021**

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

April Energy Bill

Service dates: **March 16, 2021 - April 14, 2021 (30 days)**

Total Electric Use (kWh - kilowatt-hour)



April Electric Use

546 kWh
April 2020 use: 589 kWh



Cost per day:

\$3.57



kWh per day:

18



Prior 12 months electric use

7,639 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.



Protecting the Environment

Our Environmental Policy is a promise to keep priorities in check. That means providing you with reliable energy while keeping our environment protected for generations to come. Find out more at www.ConsumersEnergy.com/community/sustainability/environment

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**

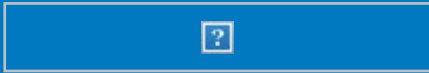
Amount Due: \$109.59
Please pay by: May 07, 2021
Enclosed:

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

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

I 100056032681 000000109595 0000 2056 9 000000000000 H

From: [Consumers Energy](#)
To: [Amber Clark](#)
Subject: Consumers Energy: Payment Posted
Date: Thursday, April 29, 2021 5:05:01 PM



 LOG IN

Payment Posted

Account Number: xxxx xxxx 2681

Service Address: 2167 Hamilton Rd Okemos MI 48864-1643

Hello,

Your payment for C/O DOWNTOWN DEV AUTH at 2167 Hamilton Rd Okemos MI 48864-1643 in the amount of \$109.59 has been applied on April 29, 2021.

Your confirmation number is: 1644680848.

Please log into your [online account](#) to view your payment.

Thanks for being our customer.

Sincerely,
Consumers Energy

Please do not reply to this automated email message.

[Terms & Conditions](#)



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: July 7, 2021
RE: Downtown Development Authority Celebrate Okemos Budget Approval

The Downtown Development Authority Outreach subcommittee has met regularly this year to plan the 2021 Celebrate Okemos event that traditionally was held in Downtown Okemos. The DDA has requested that we once again bring back a celebratory event to reinvigorate Downtown Okemos. This year we are proposing a local art walk festival and competition for our youth! Our community members are heavily advocating for more art as it provides a public benefit and can attract tourism. The proposal for this year's celebration will feature art contest for our young local artists to win. We will invite local organizations and small business vendors to set up in street fair style on the Village of Okemos development site. Food and live music will be the entertainment provided outside of the vendors in attendance. Attached you will see a map indicating areas for vendors, street closures, portable restrooms, and food trucks. Our proposed budget is not to exceed \$10,000 and current cash we have is \$57,000.

MOTION TO APPROVE THE PROPOSED BUDGET NOT TO EXCEED \$10,000 FOR THE CELEBRATE OKEMOS 2021 EVENT

Your concurrence is appreciated.

Attachments:
Celebrate Day Activities



Celebrate Okemos 2021- Vendor Art and street fair Name?

Date: October 9th from 12pm – 4pm

Set up time from (7am-11am) and Tear down (4pm -8pm)

Street Closures: Clinton Street (from Okemos Rd to Ardmore) and Ardmore Street (From Clinton street to Hamilton)

Need permission from County to have it closed for the day! 8am- 8pm

Possible Vendors:

- Constellation Cat Café 517-918-4919 (confirmed as vendor)
- Soldans Pet Supplies (Confirmed as sponsor)
- Saved by Zade support@savedbyzade and other pet rescue locations (Renee)
- Local artists displays (at least 30)
- Police and Fire, Animal Rehabilitation services
- Tru North Development team
- Meridian Township Land preservation team
- Consumers Energy

Celebrate Okemos Activities

- Local Art Display showcase

Working closely with local artist like Anne O'Connor of Art Unlimited we would like to invite local artists to have a piece to share with the public at this open art walk for the day. We can feature almost any display we just need the space and time to organize each piece and set it up. Artists should be informed that they will have to set the piece up for the day.

- Local School Art Display Contest (\$100 Prize)

Invitation sent to local art teachers of Okemos and Haslett public schools inviting them to showcase a piece that the public votes on and DDA awards prize to.

- 4 Musical Acts

Name and times that each musician will play

- Food & Beverage Vendors

Food Trucks and other vendors in a market like fair

- Other Vendors
- Celebrate the Village of Okemos project with announcements of the proposed plan, start date, size, and look and feel of the building.

Day of Event Needs

Cones and road closures signs (Manager Derek Perry)

Audio and sound system (\$3500)



Porta Pottys (deliver Friday and pickup Monday) \$195+ delivery (\$40- \$50) 877.401.0378
ask for Mike

Food Vendors/Beverage vendors

Sponsorships

- Soldan's Pet Supplies

Other activities: Yard and lawn Games for Families

“Art Maker Tent” (pickup from Parks)

Total budget estimate: not to exceed \$10,000

INGHAM COUNTY ROAD COMMISSION

SPECIAL EVENTS HOLD HARMLESS AGREEMENT

The Applicant organization _____ AGREES to indemnify and hold harmless Ingham County, the Board of County Road Commissioners of the County of Ingham, and their agents, servants, and employees from any claims for damage or personal injury resulting from or arising out of its planning, operation, management, and supervision of the event known as:

Scheduled to be held on _____, 20 _____

SIGNED: _____

TITLE: _____

REPRESENTING: _____

DATE: _____

This Hold Harmless Agreement is to be submitted with all applications for permit for parade, banner, or special event within the Ingham County road right-of-way - no exceptions.



**INGHAM COUNTY ROAD COMMISSION
APPLICATION FOR PERMIT FOR
PARADE, BANNER OR SPECIAL EVENT
WITHIN A COUNTY ROAD RIGHT-OF-WAY**

Reset Form
Print Form

APPLICATION NUMBER _____

RECEIPT NUMBER _____

PLEASE CONTACT YOUR CITY, TOWNSHIP OR VILLAGE EVENT SPONSOR FOR APPROVAL, AS WELL AS THE RESPONSIBLE LAW ENFORCEMENT AGENCY, PRIOR TO SUBMITTING YOUR APPLICATION TO THE INGHAM COUNTY ROAD COMMISSION. ANY RACE, WALK OR PARADE THAT WILL BE IN THE TRAVELED PORTION OF THE ROADWAY OR WILL BE CROSSING A MAJOR ROADWAY WILL HAVE TO BE UNDER THE CONTROL OF A LAW ENFORCEMENT AGENCY. APPLICATIONS SHOULD BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT FOR APPROVAL BY THE BOARD OF ROAD COMMISSIONERS. COMPLETED APPLICATION INCLUDES A HOLD HARMLESS AGREEMENT AND APPROPRIATE INSURANCE.

APPLICANT	EVENT SPONSOR
NAME: _____	NAME: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
TELEPHONE NO.: _____ FAX NO.: _____	TELEPHONE NO.: _____ FAX NO.: _____
SIGNATURE: _____	SIGNATURE: _____
TITLE: _____	TITLE: _____

(Attach a copy of Resolution of Authorization if applicable.)

FINANCIAL REQUIREMENTS	ATTACHMENTS REQUIRED
PERMIT FEE: _____	CASH BOND: <input type="checkbox"/> YES <input type="checkbox"/> NO
OTHER: _____	PROOF OF INSURANCE: <input type="checkbox"/> YES <input type="checkbox"/> NO
CASH BOND: _____	AMOUNT OF CASH BOND: _____
TO BE BILLED: _____	OTHER: _____
DATE: _____	CONTACT PERSON: _____
	CONTROL PROVIDED: _____
	PHONE: _____

APPLICATION

Applicant requests a Permit for the purpose indicated in the attached plans and specifications (if pertinent) and as described below at the following location:

CITY _____ OR TOWNSHIP _____ SECTIONS(S) _____ INGHAM COUNTY, MICHIGAN

NAME OF ROAD _____ between _____ ROAD and _____ ROAD

For a period beginning _____ and ending _____

DESCRIPTION OF ACTIVITY TO BE CONDUCTED, LOCATION, DATE AND TIME:

INGHAM COUNTY ROAD COMMISSION
301 Bush Street, P.O. Box 38, Mason, Michigan 48854
Phone: (517) 676-2200 Fax: (517) 676-5914
Website: <http://www.inghamcrc.org>

RECOMMENDED FOR ISSUANCE:

_____ DATE: _____

APPROVED: _____ DATE: _____

PARADE, BANNER OR SPECIAL EVENT PERMIT RULES AND REGULATIONS

A permit is GRANTED to Applicant in accordance with the terms of the foregoing Application for the period stated above, SUBJECT to the following terms agreed to by the Permit Holder. See "Permit Terms".

PERMIT TERMS

- 1. SPECIFICATIONS: All activity performed under this Permit must be done in accordance with the plans, specifications and statements filed with the Road Commission.
- 2. FEES & COSTS: Permit holder shall be responsible for all fees incurred by the Road Commission in connection with this permit and all deposit estimated fees and costs as determined by the Road Commission at the time the Permit is issued.
- 3. CASH BOND: The permit applicant shall provide a cash deposit, certified check, cashier's check, money order, or irrevocable letter of credit drawn on a solvent bank for an amount acceptable to the Road Commission at the time the permit is issued.
- 4. INSURANCE: Permit holder shall furnish proof of liability and property damage insurance in the amount stated below naming the Road Commission as an insured:

General liability - each occurrence\$500,000.00
 Automobile liability - each accident\$1,000,000.00
 Property Damage liability - each accident\$1,000,000.00
 Single Limit policy\$1,000,000.00

Said insurance shall be in effect for a period not less than the term of this permit and shall provide evidence that it cannot be cancelled without ten (10) days advanced written notice by certified mail with return receipt required to the Road Commission.

- 5. INDEMNIFICATION: The Permit Holder shall hold harmless and indemnify, and keep indemnified, the Road Commission, its officers and employees from all claims, suits, and judgments to which the Road Commission, its officers and employees may be subject. The Permit Holder shall also hold harmless and indemnify, and keep indemnified, the Road Commission, its officers and employees for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the Road Commission, whether due to negligence of the Permit Holder or the joint negligence of the Permit Holder and the Road Commission, arising out of the work under this permit, or in connection with the work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
- 6. NOTIFICATION OF START OF WORK AND COMPLETION OF WORK: The Permit Holder must notify the Road Commission at least 48 hours before starting work and must notify the Road Commission when work is completed.
- 7. SAFETY: The Permit Holder agrees to work under this permit in a safe manner and to keep the road right-of-way affected by this permitted activity in a safe condition until the work is completed and accepted by the Road Commission. All work zone signing and flagging operations shall comply with the Michigan Manual of Uniform Traffic Control Devices and Road Commission standards.
- 8. RESTORATION AND REPAIR OF ROAD: The Permit Holder agrees to restore the road and right-of-way to a condition equal to or better, as determined by the Road Commission, than its condition before the work began. The Permit Holder further agrees to repair any subsequent damage, as determined by the Road Commission, to the road and right-of-way which is caused by the facility, or its maintenance, installed under this permit.
- 9. LIMITATION OF PERMIT: This permit does not relieve the Permit Holder from complying with regulations of other agencies or applicable laws. The Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from governmental agencies, public utilities, corporations, and individuals, including property owners. Permission may be required from adjoining property owners.
- 10. VIOLATION AND REVOCATION OF PERMIT: Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or by false information given on the application. Failure to comply with the conditions of this permit may be just cause for the immediate suspension or revocation of any or all permits and cause for the Road Commission to use bond money to restore the road and right-of-way to its satisfaction. This permit may be suspended or revoked at will. The Road Commission may require the Permit Holder to surrender this permit and alter or relocate its facilities within the right-of-way, or remove its facilities from the road right-of-way, at the permit holder's expense. The Road Commission reserves the right to remove facilities from the road right-of-way and recoup its costs from the Permit Holder.
- 11. ASSIGNABILITY: This permit may not be assigned without the prior written approval of the Road Commission. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms and conditions of the permit.
- 12. This permit is subject to supplemental specifications, on file with the Road Commission, and Act 200 of Public Acts of 1969, as amended.

SHADED AREA FOR ROAD COMMISSION USE ONLY:

- | | |
|---|---|
| <input type="checkbox"/> Certificate of Insurance Received | <input type="checkbox"/> Road Commission Application Received |
| <input type="checkbox"/> Hold Harmless Agreement Received | <input type="checkbox"/> Resolution from Sponsoring Organization Received |
| <input type="checkbox"/> Law Enforcement Agency Permit Received | <input type="checkbox"/> Participant Waiver & Release Form Received |



To: Downtown Development Authority Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: July 7, 2021

RE: Village of Okemos Downtown Revitalization Letter of Support

The Downtown Development Authority has met regularly for several years working with the Township Staff, Township Board and local developers on the prospect of a revitalized downtown corridor. It is the mission of the DDA to facilitate a path forward for development that will enhance our community through attraction, retention and expansion of existing and new business in the Downtown district. The DDA was established in 2006 as an extension of the Township to manage the health of the area. The attached is a letter from the DDA in support of Village of Okemos and Tru North development team.

Thank you in advance



To the Meridian Township Board and Community Development Director;

The Downtown Development Authority has met regularly for several years working with the Township Staff, Township Board and local developers on the prospect of a revitalized downtown corridor. It is the mission of the DDA to facilitate a path forward for development that will enhance our community through attraction, retention and expansion of existing and new business in the Downtown district. The DDA was established in 2006 as an extension of the Township to manage the health of the area to enhance and grow the district.

History of the Hamilton and Okemos Road intersections commonly referred to as the "4 corners" has now seen its third developer with a proposal to bring back the underutilized space. Decline in tenancy began in the early 2000's with the Downtown Authority District being created in 2006. The priorities of the board at the time did not include programs to manage infrastructure and attract new businesses. In 2012 the DDA took its first step toward making enhancements by purchasing streetlights for the district. Tax tribunals and new laws for tax authorities impressed upon the DDA that it was time to change and elevate the district.

Discussions for revitalization again fell to the 4 corners property where Tru North development has purchased the land and razed the buildings. We are nearing the end of the planning phase for this development and the time is now to act for the future of the district. As we move forward with our discussion to support this project here are the other essential elements of what this development impacts beyond meeting our goals of an upgraded downtown:

- The DDA approved a Tax Increment Financing plan to support up to \$38,810,000 in development of the district with new construction projects
- Tax increment financing builds only when development occurs
- The DDA's TIF Plan concludes in 2039
- Two other developers, pre COVID-19 attempted to redevelop this site with residential and some commercial elements and could not implement the build
- DDA's around the State and Tax Authorities in the nation invest in their districts for long term gains. They provide business attraction, retention and expansion services to maintain a viable district.

The Downtown Development Authority is in favor of supporting this and future projects based on the adopted Tax Increment Financing plan we created. Furthermore it is imperative that we continue to foster an open relationship with the developer that is willing to construct our vision. We are in favor of supporting a phased development approach including the public partnership as the way forward. We acknowledge that we are creating a downtown which requires flexible development methods, creative funding strategies and the entire community coming together for smart development. We have heard a few people state that this may not be the developer for our community. It is the developer we have in our community with a proven track record of quality buildings. We are not in favor of focusing on "what was" and are willing to focus on the tools we have at hand to create an efficient development. We are in favor of supporting our Community Development Director to make a determination and providing the community with his decision related to their proposed changes.



This body believes in order to continue to elevate the district we must take progressive action, now. We believe the developer is willing to work with this body and the Board to implement the dream we have. The time is now for our community to take action. Enhancing the viability of the Downtown Development Authority is the number one priority of this body and we fully support the Tru North Development team in the pursuit of that goal. We implore you to continue to work with us, the developer and staff to create our downtown.

In solidarity,

Renee Korrey Chair
Downtown Development Authority
Meridian Charter Township



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: July 7, 2021
RE: Downtown Development Authority Tenant Incentives/Gap Financing

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

Included with this memo is the adopted 2018 TIF Plan of the DDA. The Development Plan contains proposed improvements that the DDA can fund to position the DDA as a destination place. There are 16 different categories with specific allocations for funding that the Authority has to power to use as an incentive for development. Our discussion today and for the future should be related to what creative ways DDA's (or other Tax Authorities) have spurred development. Best practices proven in other communities has shown us that it will take the Township's cooperation in funding to make a development at the Okemos and Hamilton intersection viable.

Here are examples of local government tax authorities using their TIF funds as incentives for development:

Façade Improvement Programs

Business Improvement Districts

DDA Lease Assistance Programs

Development Build Out

Infrastructure Improvements

The DDA as a possible property owner is a concept that has been discussed to encourage development. It could set affordable lease prices for tenants at a competitive low cost price that would entice new businesses to establish themselves in the Village of Okemos. Market rate for office leasing space is about \$15 sq. ft. currently to finance the project the developer would need \$30 a sq. ft. This could be a graduating payment on the lease to the tenant to supplement that cost. Another option could be for the DDA to own a portion of the property out right as a "community" space for organizations, clubs etc., to gather.



Recommendation:

It is our recommendation that the Downtown Development Authority consider providing incentives to developments through creative programming that attracts, retains and expands business in the Downtown district.

Your concurrence is appreciated.

Lansing EDC Business Incubator





UDAG Summary

- \$500,000 Incubator Build Out Cost
- \$350,000 Incubator Operational/Reserves
- Remaining UDAG Cash on Hand:
\$310,919
- Total UDAG Funds less Incubator
Allocations: \$1,365,115

Knapp's Building

- #1 location from our anecdotal discussions with possible tenants / entrepreneurs
- Tentatively negotiated lease rate of \$6 / s.f.
- Tax free Ren. Zone
- Contributes to downtown growth, and gets entrepreneurs comfortable with urban environment





Next Steps

- 12-18 months to program before final decision is made
- Conduct Feasibility Study - \$20,000 (allocated previously by board)
- Creation of multiple pro-forma scenarios
- Architectural / Construction RFP's

MONCLOVA MAUMEE TOLEDO JOINT ECONOMIC DEVELOPMENT ZONE (MMT JEDZ)

JOB CREATION GRANT (JCG) APPLICATION & GUIDELINES

PURPOSE: The purpose of the program is to maintain the Monclova Maumee Toledo Joint Economic Development Zone's (MMT JEDZ) competitiveness as a location for new businesses and the expansion of existing businesses. This program may be used in conjunction with other financing and incentive programs.

ELIGIBLE APPLICANTS: Any private company located or locating within the MMT JEDZ, which will increase job opportunities and annual payroll, is eligible to submit an application for this Job Creation Program (JCG also "jobs grant"). All applicants must clearly demonstrate a need for the grant above and beyond mere entitlement. Preference will be given to corporate offices and similar types of facilities. Retail commercial companies are not eligible.

APPLICATION PROCESS: Applications are available at the Monclova Township Hall, 4335 Albon Road, Monclova, Ohio 43542. In addition, completed applications must be submitted at this location to initiate the review and consideration of the request for job grant benefits.

FINAL APPROVAL: The MMT Board of Directors has the final approval of all grant applications. Grants will be awarded on a first come - first served basis, until all appropriated funds are utilized. Payments of grants in future years will be conditional upon and subject to appropriations of revenues by the Board for such payments. In all instances the MMT JEDZ Board of Directors retains the absolute discretion to approve or disapprove a grant application.

DETERMINATION OF GRANT AMOUNT: The specific grant to any one company will be based upon the company's gross payroll and the amount of MMT JEDZ income tax such a payroll will generate in the Zone.

AMOUNT OF GRANT: The maximum grant amount will be up to one-third of the amount projected to be paid in MMT JEDZ income taxes in the first year after the project is completed. The grant is based on a minimum of \$250,000 of new or increased payroll and fifteen (15) new jobs as a result of the expansion or relocation project. The amount would increase in increments of \$100 of annual payment per \$20,000 of payroll up to a maximum of \$20,000 pursuant to Exhibit "A" attached.

For example, a company with a initial payroll of \$1 million with a minimum of fifteen (15) employees which located in the MMT JEDZ in "Year 1" could receive a grant in "Year 2" of \$5,000 ($\$1 \text{ million} \times .015 = \$15,000$ divided by 3 = \$5,000). Note that grant payments are made one year in arrears for payroll and employment verification purposes.

An existing company which is expanding is also eligible for the grant based upon the increased payroll and additional employees resulting from an expansion. In such cases, an expansion must meet the required program minimums for job creation projects and any grant payments in this instance will be calculated on only the expanded payroll and positions.

The dollar amount of the grant is calculated based on information provided to the MMT JEDZ at the time of application. Once the grant amount is determined, it will not be increased during the grant period. However, if the annual payroll decreases, the grant payment would be decreased proportionally.

The projected annual payroll must be maintained throughout the duration of the grant period in order to maintain the amount of the annual grant payment.

No grant award will exceed \$200,000, payable in ten (10) annual payments of up to \$20,000 each.

TERMS OF THE GRANT:

Applicant company must complete and submit an application form, with documentation as required.

All applicants must make a brief presentation to the Board prior to action by the Board approving or disapproving the jobs grant application. The presentation should briefly explain the nature of the company, project, and the necessity of the jobs grant.

To be eligible for jobs grant benefits, applicants must have approval of their jobs grant application by the Board prior to the start of their project. The execution of a lease, purchase agreement, or construction contract is generally considered to denote the start of a project.

The grant will be for a fixed number of years, not to exceed ten (10). The number of years will be determined by the number of jobs created or retained by the company locating or expanding in the MMT JEDZ. All grant projects and payments will be adjusted to a calendar year basis.

Should the number of jobs decrease during the grant period, the number of years that the payments will be awarded will be decreased accordingly. The maximum years of eligibility is ten (10) as listed in Exhibit "A".

If any company receiving a grant award is considering a second project, it is eligible to apply for a second grant award. However, the Board will make the final decision as to whether or not to grant a second award to a company.

The acceptance of jobs grant benefits from the MMT JEDZ will require a contractual commitment on the part of the applicant to substantially maintain the subject project operations in the MMT JEDZ for a period of time equal to a ratio of 1.5 years per approved grant year (example: 10 year jobs grant = 15 year commitment to remain). Failure by the applicant to abide by this commitment

may require the applicant to reimburse the MMT JEDZ 100% of said job grant benefits paid to the applicant in relation to the approved project.

Job grant benefits may only be assigned to a successor company (in the event of a transfer in ownership) by action of the Board.

COMPLIANCE REQUIREMENTS:

In order to receive approved jobs grant benefits, the company must annually make application to the MMT JEDZ on forms that they may from time to time prescribe. Such payment application shall provide job creation documentation and related information for the preceding grant year.

The company must be current on all other taxes, assessments, water and sewer utility accounts, and any public economic development loan repayments, if applicable, and must certify that it will remain so.

The company and the MMT JEDZ Board of Directors will execute a contract stating the amount of the grant award, the term of the award, any other terms and conditions, and what the company must do to receive the remaining grant payments.

If there are any potential conflicts of interest, the State of Ohio ethics rules will apply.

JOB CREATION GRANT APPLICATION

1. APPLICANT

Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____

2. COMPANY INFORMATION

Type: _____

Principal Product/Service: _____

Date Established: _____

Owner(s): _____

3. PROPOSED PROJECT

Location: _____

Project Description: _____

Dollars to be Invested: _____

4. JOBS/PAYROLL INFORMATION

Current Number of Jobs: _____

Most Current Tax Year's Annual Payroll: _____

Estimated New or Retained Jobs at Project Completion: _____

Estimated Annual Payroll at Projection Completion: _____

5. PROJECT FINANCING

Name of Bank Financing the Project: _____

Contact Person: _____

Phone: _____

Are there any federal, state, or local funding agencies involved in the financing of this project? _____ If yes, please list. _____

6. SUBMISSION ACKNOWLEDGEMENTS

As an authorized agent of the applicant company, I hereby submit this application. I understand that any false statement in this application may subject the applicant company and signer to criminal prosecution. I also

understand that additional information may be required to complete the application. By signing this application, I am authorizing the financing agencies to provide the MMT JEDZ, on a confidential basis, with any information required as part of the funding package.

Signature Title

Typed Name Date

I hereby certify that information on job creation or retention and payroll will be provided to the MMT JEDZ on an annual basis throughout the term of the grant award.

Signature Date

I hereby certify that this company is current on all taxes, assessments, water and sewer utility accounts, and public economic development loan repayments (if applicable) and will remain so.

Signature Date

EXHIBIT A

Jobs Grant Payment Schedule

Annual Payment		Annual Payroll Range
\$500.00	\$100,000.00	\$119,999.99
\$600.00	\$120,000.00	\$139,999.99
\$700.00	\$140,000.00	\$159,999.99
\$800.00	\$160,000.00	\$179,999.99
\$900.00	\$180,000.00	\$199,999.99
\$1,000.00	\$200,000.00	\$219,999.99
\$1,100.00	\$220,000.00	\$239,999.99
\$1,200.00	\$240,000.00	\$259,999.99
\$1,300.00	\$260,000.00	\$279,999.99
\$1,400.00	\$280,000.00	\$299,999.99
\$1,500.00	\$300,000.00	\$319,999.99
\$1,600.00	\$320,000.00	\$339,999.99
\$1,700.00	\$340,000.00	\$359,999.99
\$1,800.00	\$360,000.00	\$379,999.99
\$1,900.00	\$380,000.00	\$399,999.99
\$2,000.00	\$400,000.00	\$419,999.99
\$2,100.00	\$420,000.00	\$439,999.99
\$2,200.00	\$440,000.00	\$459,999.99
\$2,300.00	\$460,000.00	\$479,999.99
\$2,400.00	\$480,000.00	\$499,999.99
\$2,500.00	\$500,000.00	\$519,999.99
\$2,600.00	\$520,000.00	\$539,999.99
\$2,700.00	\$540,000.00	\$559,999.99
\$2,800.00	\$560,000.00	\$579,999.99
\$2,900.00	\$580,000.00	\$599,999.99
\$3,000.00	\$600,000.00	\$619,999.99
\$3,100.00	\$620,000.00	\$639,999.99
\$3,200.00	\$640,000.00	\$659,999.99
\$3,300.00	\$660,000.00	\$679,999.99
\$3,400.00	\$680,000.00	\$699,999.99
\$3,500.00	\$700,000.00	\$719,999.99
\$3,600.00	\$720,000.00	\$739,999.99
\$3,700.00	\$740,000.00	\$759,999.99
\$3,800.00	\$760,000.00	\$779,999.99
\$3,900.00	\$780,000.00	\$799,999.99
\$4,000.00	\$800,000.00	\$819,999.99
\$4,100.00	\$820,000.00	\$839,999.99
\$4,200.00	\$840,000.00	\$859,999.99
\$4,300.00	\$860,000.00	\$879,999.99

\$4,400.00	\$880,000.00	\$899,999.99
\$4,500.00	\$900,000.00	\$919,999.99
\$4,600.00	\$920,000.00	\$939,999.99
\$4,700.00	\$940,000.00	\$959,999.99
\$4,800.00	\$960,000.00	\$979,999.99
\$4,900.00	\$980,000.00	\$999,999.99
\$5,000.00	\$1,000,000.00	\$1,019,999.99
\$5,100.00	\$1,020,000.00	\$1,039,999.99
\$5,200.00	\$1,040,000.00	\$1,059,999.99
\$5,300.00	\$1,060,000.00	\$1,079,999.99
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\$5,700.00	\$1,140,000.00	\$1,159,999.99
\$5,800.00	\$1,160,000.00	\$1,179,999.99
\$5,900.00	\$1,180,000.00	\$1,199,999.99
\$6,000.00	\$1,200,000.00	\$1,219,999.99
\$6,100.00	\$1,220,000.00	\$1,239,999.99
\$6,200.00	\$1,240,000.00	\$1,259,999.99
\$6,300.00	\$1,260,000.00	\$1,279,999.99
\$6,400.00	\$1,280,000.00	\$1,299,999.99
\$6,500.00	\$1,300,000.00	\$1,319,999.99
\$6,600.00	\$1,320,000.00	\$1,339,999.99
\$6,700.00	\$1,340,000.00	\$1,359,999.99
\$6,800.00	\$1,360,000.00	\$1,379,999.99
\$6,900.00	\$1,380,000.00	\$1,399,999.99
\$7,000.00	\$1,400,000.00	\$1,419,999.99
\$7,100.00	\$1,420,000.00	\$1,439,999.99
\$7,200.00	\$1,440,000.00	\$1,459,999.99
\$7,300.00	\$1,460,000.00	\$1,479,999.99
\$7,400.00	\$1,480,000.00	\$1,499,999.99
\$7,500.00	\$1,500,000.00	\$1,519,999.99
\$7,600.00	\$1,520,000.00	\$1,539,999.99
\$7,700.00	\$1,540,000.00	\$1,559,999.99
\$7,800.00	\$1,560,000.00	\$1,579,999.99
\$7,900.00	\$1,580,000.00	\$1,599,999.99
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\$8,500.00	\$1,700,000.00	\$1,719,999.99
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\$9,000.00	\$1,800,000.00	\$1,819,999.99
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\$9,900.00	\$1,980,000.00	\$1,999,999.99
\$10,000.00	\$2,000,000.00	\$2,019,999.99
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\$10,800.00	\$2,160,000.00	\$2,179,999.99
\$10,900.00	\$2,180,000.00	\$2,199,999.99
\$11,000.00	\$2,200,000.00	\$2,219,999.99
\$11,100.00	\$2,220,000.00	\$2,239,999.99
\$11,200.00	\$2,240,000.00	\$2,259,999.99
\$11,300.00	\$2,260,000.00	\$2,279,999.99
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\$11,800.00	\$2,360,000.00	\$2,379,999.99
\$11,900.00	\$2,380,000.00	\$2,399,999.99
\$12,000.00	\$2,400,000.00	\$2,419,999.99
\$12,100.00	\$2,420,000.00	\$2,439,999.99
\$12,200.00	\$2,440,000.00	\$2,459,999.99
\$12,300.00	\$2,460,000.00	\$2,479,999.99
\$12,400.00	\$2,480,000.00	\$2,499,999.99
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\$14,000.00	\$2,800,000.00	\$2,819,999.99
\$14,100.00	\$2,820,000.00	\$2,839,999.99
\$14,200.00	\$2,840,000.00	\$2,859,999.99
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\$16,100.00	\$3,220,000.00	\$3,239,999.99
\$16,200.00	\$3,240,000.00	\$3,259,999.99
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\$19,700.00	\$3,940,000.00	\$3,959,999.99
\$19,800.00	\$3,960,000.00	\$3,979,999.99
\$19,900.00	\$3,980,000.00	\$3,999,999.99
\$20,000.00	\$4,000,000.00	and above

JOBS GRANT YEAR SCHEDULE

Number of New Jobs	Maximum Years of Grant Eligibility
15 to 24	3
25 to 34	4
35 to 44	5
45 to 54	6
55 to 64	7
65 to 74	8
75 to 84	9
85 or more	10



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: July 7, 2021
RE: Selection of Date/Time Downtown Development Authority Study Session

At the suggestion of the Chair, Vice Chair and other members of the DDA board, we would like to hold a study session and planning session of this body. The Village of Okemos is only one redevelopment that we want to see in our district. A whole or half day session to meet, discuss the authoritative powers of this board, review the history of the Meridian Township DDA, discuss the current Mixed Use Planned Unit Development Overlay in the DDA and how we can foster support of this and future projects.

Proposed date Saturday November 6th

Recommendation:
MOTION TO APPROVE IN PERSON STUDY SESSION OF DOWNTOWN DEVELOPMENT AUTHORITY MEETING FOR SATURDAY NOVEMBER 6TH.

Your concurrence is appreciated.