



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
June 6, 2022 7:30AM
Municipal Building
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 – APRIL 4, 2022
6. PUBLIC REMARKS
7. FINANCIAL REPORT
 - A. Monthly Financials
8. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill APRIL 2022
 - B. Consumers Energy Bill MAY 2022
9. OLD BUSINESS
 - A. Village of Okemos Update
 - B. Shop Local Major Construction Sign Campaign Payment
10. NEW BUSINESS
 - A. Economic Development Strategy
 - B. Authorization of Payment 2164 Hamilton Streetlight
 - C. DDA Streetlight Maintenance and Contract
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. July 11, 2022, 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, April 4, 2022 – Minutes

Members

Present: Renee Korrey, Bill Cawood, Tom Stanko, Peter Campbell, Supervisor Jackson, and Susan Fulk

Members

Absent: Don Romain, Jim Raynak, and Jim Spanos

Staff

Present: Neighborhoods & Economic Development Director Amber Clark, Township Manger Frank Walsh and Executive Assistant Michelle Prinz

Others

Present: Planning Commissioner Mark Blumer

1. CALL MEETING TO ORDER

Chair Stanko called the meeting to order at 7:33am and read the mission statement.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL MEETING MINUTES OF MARCH 7, 2021

Director Clark stated the following updates needed to be made to the minutes. Member Campbell was not present and the date and time of the next meeting should be updated to April 4, 2022 at 7:30am. Page 4 of the minutes should be deleted. Looks like it was copied from the February minutes by mistake.

MOTION BY MEMBER CAWOOD TO APPROVE THE AMENDED MINUTES. SUPPORTED BY SUPERVISOR JACKSON. MOTION APPROVED 6-0.

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financials February

Director Clark reviewed the financials. The fund balance is \$94,454.94. The financials were placed on file.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill March 2022

MOTION BY MEMBER KORREY TO APPROVE THE PAYMENT OF THE MARCH 2022 CONSUMERS ENERGY BILL IN THE AMOUNT OF \$128.22. SUPPORTED BY SUPERVISOR JACKSON. MOTION APPROVED 6-0.

7. OLD BUSINESS

A. Major Construction Sign Campaign for M-43/Okemos Bridge Project

Discussion was had regarding signage to support small businesses in the DDA through the Okemos Bridge and M-43 Reconstruction Project. Director Clark shared sample designs for generic signs and DDA specific signs with logos. Each frame will cost \$99. The Township is exempt of the sign ordinance so these signs could remain throughout the construction projects. There was consensus to support the purchase of these signs for the DDA not to exceed \$5,000. Director Clark is hoping to have the signs placed within four weeks.

8. NEW BUSINESS

None.

9. REPORTS

A. Township Board

Supervisor Jackson reported on the following:

- Marna Wilson and Scott Hendrickson were appointed as Board Trustees
- The new full Township Board will meet for the first time on April 12th
- April 19th will be the Annual Township Board and Commissions meeting

B. Township Manager

- Finance Director has resigned
- Local Road Program bid is due by 5/5
- 4th Solar Project was approved for the Public Safety Building
- Board will be discussing ARP funds on April 26th
- IT infrastructure report will be complete on April 12th
- New Police Recruitment Plan-if you recruit an Officer that is hired, you will receive a \$1,500 bonus. Raising the Office wage to \$24 per hour.
- Working on a Stimulus Inflation Plan for employees
- Sparrow Water Main Project is progressing
- Working on new Township branding signage
- Working on new roof at Okemos Library

C. Planning Commission

Commissioner Blumer reported the Planning Commission has been reviewing an expansion of the Montessori School on Mt. Hope. The expansion will include classrooms and the kitchen. The total number of students in the school is expected to increase from 120 to 150. The Commission is also working on a revision of the sign ordinances.

D. Chair Report

None.

E. Staff Report

Director Clark shared the parking requirements for the Village of Okemos Project. During the Site Plan Review process, this will be reviewed again. The Township is working with the Village of Okemos Development Team on a \$5 million revitalization grant through the MEDC.

Director Clark reminded the DDA that the Match on Main application is currently open to any new or existing business.

Evergreen Clinic is scheduled to open in May in the old Second Time Around building. The Annual DDA Art Festival will be moved from the DDA to Marketplace on the Green.

10. OPEN DISCUSSION/BOARD COMMENTS

None.

11. PUBLIC REMARKS

Tacoma Hills resident Sharon voiced her disappointment with the “bait and switch” regarding the Village of Okemos development. The residents in the subdivision are questioning the number of parking spaces required and the change in the project. She will work with Director Clark to get an update in the neighborhood newsletter for the end of May.

12. NEXT MEETING DATE

a. May 2, 2022, 7:30am

13. ADJOURNMENT

The meeting was adjourned at 8:38am without objection.

Meridian Twp DDA
Preliminary Financial Statements
Period Ending 4/30/2022 - UNAUDITED

BALANCE SHEET

Year to Date

ASSETS		
Cash		\$94,723.13
Due from General Fund		\$0.00
Taxes Receivable		\$0.00
Accounts Receivable		\$0.00
Prepaid Expense		\$0.00
TOTAL ASSETS		\$94,723.13
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		\$0.00
TOTAL LIABILITIES		\$0.00
FUND BALANCE		
Fund Balance 12/31/21 * Year not closed yet		\$66,865.04
2022 YTD Net Income		\$27,858.09
TOTAL FUND BALANCE		\$94,723.13
TOTAL LIABILITIES & FUND BALANCE		\$94,723.13

INCOME STATEMENT

REVENUES	<u>March</u>	<u>April</u>	<u>Year to Date</u>
Tax Capture	\$533.06	\$2.96	\$28,187.87
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	\$0.00
Investment Gain/Losses	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$533.06	\$2.96	\$28,187.87
EXPENDITURES			
Operating Costs	\$139.60	\$128.22	\$329.78
Professional Consultant/Contractual Services	\$0.00	\$0.00	\$0.00
Community Projects	\$0.00	\$0.00	\$0.00
Communications	\$0.00	\$0.00	\$0.00
Conferences	\$0.00	\$0.00	\$0.00
Special Events - Celebrate Expenses	\$0.00	\$0.00	\$0.00
Tax Appeal Refunds	\$0.00	\$0.00	\$0.00
Interest on Loan	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$139.60	\$128.22	\$329.78
2022 Net Income	\$393.46	(\$125.26)	\$27,858.09



230 W Main St
Ionia, MI 48846

Statement Ending 04/30/2022

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXXXX5474

>002441 8724605 0001 93443 10Z

MERIDIAN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
5151 MARSH RD
OKEMOS MI 48864-1104

Managing Your Accounts



Okemos



800.355.0641



IndependentBank.com



April is Financial Literacy Month, and a great time to teach the kids in your life to save! Open a new Swift Savings account with them in April, and they will receive a free eagle plush toy! Plus, they will automatically be enrolled in the Swift Savers Kids Club, and will receive free newsletters with fun savings tips, games, crafts, and more throughout the year. Learn more by visiting IndependentBank.com, or stopping by your local banking office.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXXX5474	\$94,723.13

Business Freedom Checking-XXXXXXXX5474

Account Summary

Date	Description	Amount
04/01/2022	Beginning Balance	\$94,848.39
	1 Credit(s) This Period	\$2.96
	1 Debit(s) This Period	\$128.22
04/30/2022	Ending Balance	\$94,723.13

Other Credits

Date	Description	Amount
04/06/2022	Deposit	\$2.96

Other Debits

Date	Description	Amount
04/07/2022	Point Of Sale Withdrawal CONSUMERS ENERGY CO800-477-5050 MIUS	\$128.22

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/01/2022	\$94,848.39	04/06/2022	\$94,851.35	04/07/2022	\$94,723.13



STATEMENT GENERATED BY OKEMOS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH	94,723.13
Total Assets		94,723.13
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	(83,407.36)
Total Fund Balance		(83,407.36)
Beginning Fund Balance - 2021		(83,407.36)
Net of Revenues VS Expenditures - 2021		150,272.40
*2021 End FB/2022 Beg FB		66,865.04
Net of Revenues VS Expenditures - Current Year		27,858.09
Ending Fund Balance		94,723.13
Total Liabilities And Fund Balance		94,723.13

* Year Not Closed

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/2022	YTD BALANCE 04/30/2022
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 000.000				
248-000.000-402.000	CURRENT PROPERTY TAXES	6,500.00	2.96	28,187.87
Total Dept 000.000		<u>6,500.00</u>	<u>2.96</u>	<u>28,187.87</u>
TOTAL REVENUES		<u>6,500.00</u>	<u>2.96</u>	<u>28,187.87</u>
Expenditures				
Dept 000.000				
248-000.000-728.000	OPERATING SUPPLIES	3,000.00	128.22	329.78
Total Dept 000.000		<u>3,000.00</u>	<u>128.22</u>	<u>329.78</u>
TOTAL EXPENDITURES		<u>3,000.00</u>	<u>128.22</u>	<u>329.78</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		6,500.00	2.96	28,187.87
TOTAL EXPENDITURES		<u>3,000.00</u>	<u>128.22</u>	<u>329.78</u>
NET OF REVENUES & EXPENDITURES		<u>3,500.00</u>	<u>(125.26)</u>	<u>27,858.09</u>

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Assets							
04/01/2022			248-000.000-001.000 CASH		BEG. BALANCE		94,848.39
04/06/2022	GJ	JE	COMSUMERS PMT (SERVICE 2.11-3.14)	65480		128.22	94,720.17
04/07/2022	GJ	JE	DEPOSIT -WINTER TAX COLLECTION	65716	2.96		94,723.13
04/30/2022			248-000.000-001.000	END BALANCE	2.96	128.22	94,723.13
TOTAL Assets					2.96	128.22	94,723.13
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					2.96	128.22	94,723.13

Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Thu 4/14/2022 2:04 PM

To: Amber Clark <clark@meridian.mi.us>



LOG IN BUTTON LOG IN

ACCOUNT ENDING: 2681
2167 HAMILTON RD OKEMOS MI 48864-1643

Your Consumers Energy Bill Is Available

Amount Due
\$104.85

Due Date: May 5, 2022

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of \$128.22 on April 6.

[View Bill Inserts & Other Important Information](#)

April Energy Usage

March 15 - April 12 (29 Days)

Electric Usage Graph

[Consumers Promotional Image](#)

[Terms & Conditions](#)

Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Mon 5/16/2022 3:24 PM

To: Amber Clark <clark@meridian.mi.us>



LOG IN BUTTON LOG IN

ACCOUNT ENDING: 2681
2167 HAMILTON RD OKEMOS MI 48864-1643

Your Consumers Energy Bill Is Available

Amount Due

\$79.52

Due Date: June 6, 2022

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of \$104.85 on May 5.

[View Bill Inserts & Other Important Information](#)

May Energy Usage

April 13 - May 12 (30 Days)

Electric Usage Graph

[Consumers Promotional Image](#)

[Terms & Conditions](#)

New Businesses Opening/Relocating

- Evergreen Vet Clinic – 4737 Marsh Road
- Nothing Bundt Cakes - 2090 W Grand River Ave
- King Pho Restaurant -4749 Central Park Drive Okemos (previously Kingston Kitchen)
- Reborn Kicks
- Macy's Backstage- Store within a Store

Under Construction

- Haslett Marathon 1619 Haslett Road
- Copper Creek Haslett Road
- Joe's on Jolly 2360 Jolly Road
- Veterinarian Clinic 4737 Marsh Road
- Sparrow 24 Hr Emergency Rm 2446 Jolly Road
- Silverstone Estates Powell Road
- Woodward Way Sirhal Drive
- Trader Joes Demolition Complete
- Hypershine Car Wash 2703 E Grand River (Demo pending approval)

Approved/Not Commenced

- Giguere Homes Sanctuary #3 Subdivision (7 properties)
- Newton Ponte Apartments Multifamily mixed use Haslett Road (SE corner Okemos/Haslett)
- Pine Village 1673 Haslett Road Commercial /Residential development
Approved Meridian Township Brownfield Plan –
- Village of Okemos 4661 Okemos Road Commercial/Residential development
Approved EGLE Brownfield, Meridian Redevelopment Fund

Ribbon Cuttings:

Veterinarian Clinic "Evergreen" Clinic – July
Nothing Bundt Cakes- TBD June
Joes on Jolly –Fall 2022 opening
Dr. Yu Dentist Office- May opening
Haslett Marathon May/July opening
National Capitol Bank –June 7th Ribbon Cutting

Other Township Happenings:

- Sign campaign to have signs posted by June
- Juneteenth Celebrations June 18th and June 19th in person here in Meridian
- Celebrate Meridian to launch Saturday June 25th



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: June 2, 2022
RE: Village of Okemos, LLC development Update

Summary

May 2022 marked the launch of the Revitalization and Place-making grant offered by the Michigan Economic Development Corporation. This grant is eligible for municipalities and nonprofit organizations with large redevelopment projects that are committed, that have been negatively impacted by COVID-19. The grant offers up to \$5 Million dollars in potential funding for mixed use projects that fall into an urban core community or are a catalyst project within a Downtown Development Authority. Township staff, along with the developer have gathered all concrete information related to the project, letters of support from community members, congressional members, businesses and organizations for the development of the project.

At this time, MEDC is requiring any development that is seeking funding from the RAP (Revitalization and Place-making grant) to go through the entire grant process before submitting a request for the Community Redevelopment and Place-making grant and loan which is commonly referred to as MCRP. The MCRP grant request from the developer will fill the final development gap on the project. The Township board at the May 17, 2022 meeting did unanimously approve the request for \$1.25M for infrastructure and road improvements in the downtown district. The funding will support the necessary street, sidewalk and utility improvements for the project. A development agreement will be created between the Township and developer for the use of those funds.

After the submission of the RAP grant EOB Friday June 3, 2022 there will be a 60-90 day waiting period before the Township will hear if the application was accepted at the proposed amount. Should the MEDC grant us this funding, the project will be well on its way for site preparation and underground utilities this fall 2022. Following that submission the entire submission for the gap financing in MCRP will come from the developer. We will maintain a great partnership with the developer to garner community support for this grant as well.

The developer must still show forward progress on the project to maintain the dollars with the Michigan Department of Great Lakes and Energy, aka, EGLE. The forward progress will show EGLE the project is still moving forward and the funding to clean up the site is necessary.

Items Remaining From Developer:

- Need site plan complete from the developer for Community Planning to review
 - o Ingham County Road Department Approval for roads (Township can work around this timeline)
 - o Drain Office Approvals for site retention/detention(Township can work around this timeline)
- Need updated Brownfield plan from developer for BRA and Township Board to approve



To: Downtown Development Authority Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: June 2, 2022

RE: Major Construction Sign Campaign for M-43/Okemos Bridge Project Update

Summary

At the March 2022 DDA board meeting, the DDA body voted unanimously in support of a sign campaign to support our local business community along Okemos Road, as a part of our efforts to support the businesses during the intensive construction projects on Grand River and Okemos Road. This supports the Township's goal of supporting our small business community during the reconstruction of M-43 Grand River and Okemos Bridge. The Ingham County Road department commenced the Okemos Bridge work on February 14th, 2022 and MDOT began construction on Grand River the first week in April, shutting down the intersection of Grand River/Okemos road May 17th, 2022.

Township staff continue to engage with the small business owners in the DDA and along the Grand River Corridor to notify them of the bridge work and M-43 road construction phases. Each time we receive a communication from the Michigan Department of Transportation or Ingham County that information is forwarded to the business owners and employees. Feedback from the owners of these establishments are asking for continued communication of the project and signage to attract patrons to their facilities.

There was no need for a sign permit due to the adopted new language in the Sign Ordinance for Meridian Township. The Township is exempt from the ordinary requirements of signage throughout the community except electronic messaging signage.

In total 11 signs were created and purchased from ASAP printing which came with the lowest bids from ASAP Printing, BRD Printing, Signarama and Johnson signs. Of the highest quality came Signarama and they may be able to produce two larger signs for the campaign should we feel the 11 signs are not adequate. The signs are 28 x 30 H frame signs that follow the detour path along Grand River, North bound Okemos Road, Central Park Drive, Grand River and Marsh and throughout the DDA. The cost of the signs total reached \$395 of which 4 signs belong in the DDA. The recommendation is for the DDA to purchase those signs from the EDC for \$144 (cost of each sign is about \$36). The DDA will reimburse the EDC back for that payment.



The DDA adopted 2022 goals to reflect the upcoming construction and negative impact to our local businesses. Our goals is to:

- A. Identify ways to promote business operations in the district during construction
- B. Seek funding mechanisms to financial mitigate negative impacts to businesses due to construction.

Recommendation: Motion to approve payment to the Meridian Economic Development Corporation for \$144 for the cost of the Shop Local Sign Campaign in Downtown.

Budgetary Considerations

Support of a local sign campaign along Okemos Road =\$144



To: Downtown Development Authority Members

From: Amber Clark Director Neighborhoods & Economic Development

Date: June 6, 2022

Re: Meridian Township Economic Development Strategy/ Market Study

The goals of 2021 and 2022 are heavily focused on the redevelopment of the Haslett and Okemos PICA. COVID-19's alterations to our economy are ongoing; we have an opportunity to review our current development strategy and goals. Included is the current Economic Development strategy for the Township, a strategy that should be reviewed annually and updated in our records as a part of documenting the requirements of our RRC status as a Redevelopment Ready Community with the State of Michigan. RRC status allows the Township access to funding for technical assistance like with the Downtown Development Authority's TIF Plan and access to funding for a market study produced for Haslett in 2018.

The Haslett PICA and Okemos PICA currently have approved projects mixed used projects from 2018 and 2019. This memo is to prompt discussion with the DDA members regarding the vision, goals and tactics for Economic Development strategy. The elements to the existing strategy are working, however this is the time to review data to make appropriate changes. This year we will launch the update for the community's Masterplan. Having concrete data to review in association with that plan will better prepare the Township to make resilient financial decisions that will have last impact on the health and viability of our business community. The aspects of this report may include a simplified Business, Retention and Expansion program, support PICA development and pursue other development funding tools. It is the recommendation to prepare a market study for members of the Meridian EDC, DDA, CIA and others to use to make better planning decisions regarding development.

The goal in the next several weeks is to remit an RFQ for a company that is capable of assisting staff to update the strategy utilizing regional and local data. A formal report should be created and submitted to the EDC for final approval with the report being submitted to the DDA, Planning Commission, Township Board, Corridor Improvement Authority and others.

Recommendation: Move in support of staff planning and implementing an updated Economic Development Strategy to maintain compliance with RRC status with MEDC and support future redevelopment of Meridian Township.



To: Downtown Development Authority Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: June 6, 2022

**RE: Authorization of Payment to H & R Electric: 2164 Hamilton Road
DDA Streetlight Removal**

Summary

On Saturday April 30, 2022 Director Clark received a phone call from Nyal Nunn regarding a request from Consumers Energy (CMS) related to a streetlight on Hamilton road. Initially we discussed having CMS remove the streetlight in question, to access their gas main at 2164 Hamilton road. After consulting with their legal department, it is a liability for CMS to remove the DDA streetlights. Irrigation and electricity are supplied to each streetlight and many of the streetlights impede other underground utilities. The Meridian Township DPW staff are not authorized to work on electrical services. A Temporary gas service was created for two residents on Hamilton road and CMS requested Meridian Township to remove the streetlight at our convenience and at our cost.

Attached is the quote bid from H & R Electric of Dewitt, MI. H&R was the selected contractor due to their experience with removal and installation of DDA streetlights. Contractor Darin Mortinsen and Todd Rusnell had experience with the irrigation, electrical service to each light, location of utilities and have previously removed streetlights for the Township. After a meeting at the light with CMS, H & R determined they would be able to remove the light starting Tuesday May 31. The streetlight will be held at the Public Service Building at 2100 Gaylord Ct. Due to potential redevelopment in downtown we hope to reinstall the streetlight closer to construction of the Village of Okemos project if possible.

Staff recommends the DDA approve and remit payment to H & R Electric for the service provided. Due to time constraints there was no ability to inform the DDA of the issue and work through a larger bid process. With the known experience of the contracting agency, their quick response time and reasonable quote for removal H & R were authorized to complete the work. CMS will restore permanent gas services to the customers on Hamilton road starting June 6, 2022.

History

In 2009 the then Assistant Township Manager and DDA Director Paul Blake worked with Lansing Board of Water & Light, Michigan State University, Ingham County Economic Development Corporation and the State of Michigan Department of Energy, Labor and Economic Growth, to receive a \$50,000 grant toward the removal of HPS and cobra head luminaries with 22 historic LED lighting fixtures and poles. The project was an estimated \$204,000 at the start with the \$50,000 grant supporting the LED material technology update. Removal of the existing lights, boring, trenching, and rewiring for the new lights equates to the remaining \$164,000. The full project when complete updated 22 streetlights on Hamilton (Liverance St- Marsh Road) and Okemos (Methodist St- Clinton St). The Township Board approved the sale of DDA Bonds of up to \$225,000 to pay for



the new streetlights. This was a great project for the DDA to undertake and all lights were installed

by the end of 2010. The DDA entered into an Agreement with the Township Board/General Fund to reimburse the cost of the issuance of the bonds through a loan with the Township. Soon after a tax assessment was approved by the State for the largest retailer in the DDA. The forgiveness of the loan for the Streetlights and Tax Tribunal was only recently forgiven by the Township Board in 2021.



Budgetary Considerations

\$5000 to H & R Electric for the services rendered

RECOMMENDATION: Move to authorize the payment of \$5,000 to H & R Electric for the removal of the DDA streetlight.

H&R Electrical Contractor's, LLC

P.O. Box 467, DeWitt, MI 48820

517-669-2102, phone

517-668-8154, fax

Darin@hrelectricllc.com

Date: 5-27-2022

Proposal Submitted To:

Meridian Township

Attention: Amber Clark

H&R Electrical Contractor's proposes the following Electrical Services per drawings.

Project: removal of light pole and base at 2164 Hamilton Rd

Includes:

- **Removal of light pole**
- **Removal of concrete base**
- **Back fill where needed**
- **Rework of wiring and water back to ground box**

Base Bid Price: \$5,000

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. H&R Electrical Contractor's assumes no responsibility for any existing wiring and/or pre-existing operating conditions.

Note: This proposal may be withdrawn by us if not accepted within 30 days.
Invoice must be paid within 30 days of completion of the project. Invoices not paid within 30 days may be subject to a finance charge of 1.5% of the balance.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: May 27, 2022

Signature: *Amber Clark*



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: June 6, 2022
RE: DDA Streetlight Maintenance Contract Services

Summary

Construction on the Okemos Bridge at Mount Hope and Okemos road produced by Ingham County Road department is a major construction project impacting our Downtown district. Staff have held several conversations with members of the County road department regarding the streetlights that may impact their reconstruction. Consumers Energy has also reached out to Township staff requesting removal of a streetlight to access a gas main where the light was located.

Staff recommends the DDA approve of a process or policy that determines when and if the DDA will take financial responsibility for the cost of the Streetlight. In addition staff recommends the DDA select a contractor with experience and knowledge of the Streetlights to provide any needed maintenance, removal or installation of a DDA streetlight.

History

In 2009 the then Assistant Township Manager and DDA Director Paul Blake worked with Lansing Board of Water & Light, Michigan State University, Ingham County Economic Development Corporation and the State of Michigan Department of Energy, Labor and Economic Growth, to receive a \$50,000 grant toward the removal of HPS and cobra head luminaries with 22 historic LED lighting fixtures and poles. The project was an estimated \$204,000 at the start with the \$50,000 grant supporting the LED material technology update. Removal of the existing lights, boring, trenching, and rewiring for the new lights equates to the remaining \$164,000. The full project when complete updated 22 streetlights on Hamilton (Liverance St- Marsh Road) and Okemos (Methodist St- Clinton St). The Township Board approved the sale of DDA Bonds of up to \$225,000 to pay for the new streetlights. This was a great project for the DDA to undertake and all lights were installed by the end of 2010. The DDA entered into an Agreement with the Township Board/General Fund to reimburse the cost of the issuance of the bonds through a loan with the Township. Soon after a tax assessment was approved by the State for the largest retailer in the DDA. The forgiveness of the loan for the Streetlights and Tax Tribunal was only recently forgiven by the Township Board in 2021.

2022 with the launch of the Okemos Bridge construction project, the Ingham County Road Department has requested removal of streetlights of the DDA. For an unrelated project, Consumers Energy requested a light to be removed for a public gas improvement project. Some information we received from CMS indicates their desire to update all of the gas service lines along Hamilton Road in 2024. Currently our streetlights are mapped on GIS with indication of underground utilities. Working with DPW/Engineering department we hope to have each light physically labeled to be able identify each individual light. That label will help staff keep adequate records for each light and



if/when the light was removed. A correlation of what underground utilities exist is pertinent

information to maintain the streetlights. Water irrigation supplied to each light, draws from the public water system near the roundabout on Marsh/Hamilton road. Electrical power supply is turned off or on at the electrical service box at 2164 Hamilton road.



Budgetary Considerations

The DDA spent \$250,000 in the creation, design, installation of the streetlights that encompass the Downtown district. With the grace of the Township Board, the remaining \$125,000 associated with the DDA's loan to the Township's general fund was forgiven. The forgiveness of that loan propelled the DDA's current financing to a healthy status that will allow for future investment into the district. A light could cost about \$5,000 for removal and placement at the Public Services building at 2100 Gaylord C Smith Ct.

Motion recommending the creation of a DDA streetlight maintenance contract and authorize DDA staff to create a policy regarding streetlight removal and associated costs.