



DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA

Monday, January 9, 2017 - 7:30 a.m.
Meridian Municipal Building – Town Hall Room
5151 Marsh Road

1. Call Meeting to Order
2. Approval of the Agenda
3. Public Comment
4. Approval of the meeting minutes from November 7, 2016
5. Authorization of Payments
6. Financial Report
7. On-Going Business/Reports
 - a. Snow removal
8. New Business
 - a. Additional loan payment
 - b. Election of Officers
 - c. Introduction of Ben Motil
 - d. Joint meeting of boards and commissions
9. Staff Report
10. Chair's Report
11. Public Comment
12. Adjournment

-Next DDA meeting will be on Tuesday, March 6, 2017-

"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."

CHARTER TOWNSHIP OF MERIDIAN
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
5151 MARSH ROAD, OKEMOS, MI 48864
MONDAY, NOVEMBER 7, 2016, 7:30 AM - *DRAFT*

MEMBERS

PRESENT: Jim Raynak (Chairperson), Bill Cawood, Jim Spanos (Treasurer), Sherry Fisher (Vice-Chair), Daniel Kreft

MEMBERS

ABSENT: Renee Korrey, Elizabeth LeGoff (Supervisor), Scott Weaver

STAFF

PRESENT: Township Manager Frank Walsh, Director of Community Planning and Development Mark Kieselbach, Senior Planner Peter Menser

OTHERS

PRESENT: Planning Commission representative Brett DeGroff

1. CALL MEETING TO ORDER

Chairperson Raynak called the meeting to order at 7:30 a.m.

2. APPROVAL OF THE AGENDA

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

3. PUBLIC COMMENT

None.

4. APPROVAL OF MEETING MINUTES OF SEPTEMBER 12, 2016

MOTION BY MEMBER KREFT TO APPROVE MINUTES. SUPPORTED BY VICE-CHAIR FISHER. MOTION APPROVED 5-0.

5. AUTHORIZATION OF PAYMENTS

DDA Staff summarized the payments made in the past two months.

MOTION BY MEMBER CAWOOD TO APPROVE PAYMENTS. SUPPORTED BY VICE CHAIR FISHER. MOTION APPROVED 5-0.

6. FINANCIAL REPORT

DDA Staff summarized the financial report. The financial report is on file. Treasurer Spanos suggested the DDA consider making a payment of the loan from the Township Board. The DDA Board decided to consider the suggestion at the next meeting in January, 2017.

7. ON-GOING BUSINESS/REPORTS

a. CATA bus stop – DDA staff reviewed the discussion to date regarding the desire of the

DDA to have a CATA bus stop in the downtown area. DDA Board discussion included the following:

- Service businesses in the DDA could benefit from a bus stop
- Parking is reason that DDA is lacking retail businesses
- DDA should determine best location for bus stop and advise CATA officials

8. NEW BUSINESS

- a. 2017 meeting schedule – DDA staff presented a draft 2017 meeting schedule for consideration.

MOTION BY VICE CHAIR FISHER TO ADOPT 2017 MEETING SCHEDULE. SUPPORTED BY MEMBER KREFT.

- b. Shaping the Avenue initiative – Director of Community Planning and Development Mark Kieselbach explained the initiative to look at form based code along the Grand River Avenue corridor and how he was able to include the DDA in the study area. A consultant will lead the project that is financed by a grant from the Tri County Regional Planning Commission. Director Kieselbach invited the DDA to attend the kick-off meeting scheduled for the first week in December.
- c. Seasonal streetscape activities – DDA staff noted that with winter approaching it is time to take down the hanging flower baskets and install the illuminated snowflake street decorations. Chair Raynak volunteered to fix any of the snowflake fixtures that needed attention.
- d. 2016-2017 Snow Management Contract – DDA staff explained the proposed contract with Redwood Landscaping to provide snow removal services for the pathway on the west side of Okemos Road. Chair Raynak offered to maintain the pathway area adjacent to his Ace Hardware business with the condition that the Township maintain the pedestrian crossing area at the southwest corner of Okemos Road and Hamilton Road. With this in mind the DDA Board decided not to proceed with the snow management contract.

9. STAFF REPORT

DDA staff provided updates on the Chick-fil-A project and redevelopment of the former MARC building.

10. CHAIR'S REPORT

Chair Raynak shared his recent positive experience working with the Meridian Township Planning staff.

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11. PUBLIC COMMENT

None.

12. ADJOURNMENT

The meeting adjourned without objection at 8:30 a.m.

Jim Raynak, Chairperson

DDA Invoice Report

Check #	Vendor Name	Description	Amount
1056	Meridian Township	water	\$30.00
1057	Redwood Landscaping	winterize irrigation	\$80.00
1058	VOID	VOID	
1059	Consumers Energy	electricity	\$121.38
1060	Redwood Landscaping	hang snowflakes	\$300.00
1061	Consumers Energy	electricity	\$121.74
		TOTAL	\$653.12

MEMORANDUM

TO: DDA Board Members

FROM:

Peter Menser
Senior Planner

DATE: January 6, 2017

RE: Election of officers

The Meridian DDA Board each year must select officers for the roles of Chairperson, Vice Chairperson, and Treasurer. Currently the officers stand as follows:

Chairperson: Jim Raynak
Vice-Chair: Sherry Fisher
Treasurer: Jim Spanos

At the January 9, 2017 DDA Board meeting an election will be held to determine officers for the year. Candidates will be chosen from those nominated by the DDA Board. In the event more than one candidate is chosen for any particular office, a vote will be taken, with the most votes winning the office. A DDA Board member may decline a nomination for an officer position.

CHARTER TOWNSHIP OF MERIDIAN

Ronald J. Styka Supervisor
Brett Dreyfus Clerk
Julie Brixie Treasurer
Frank L. Walsh Manager



Phil Deschaine Trustee
Patricia Herring Jackson Trustee
Dan Opsommer Trustee
Kathy Ann Sundland Trustee

December 27, 2016

Dear Commission Members:

The Township Board members would like to extend an invitation to you to attend a special meeting between the Township Board and the Township's Boards and Commissions. This meeting has been set for **Tuesday, January 10, 2017**, in the Town Hall Room. The meeting will begin at 6:00 p.m.

The purpose of this meeting is to bring together the various Boards and Commissions for the purpose of sharing what has been accomplished in 2016 and the goals for the coming year. It will also be important to discuss ways we can make our great community even better.

I do hope you will be able to join us. In order to anticipate how many chairs and tables will be needed, please contact Michelle Prinz with your confirmation (853-4258 or prinz@meridian.mi.us). Happy holidays to you, and I look forward to seeing you on January 10th.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Styka", with a long horizontal flourish extending to the right.

Ronald J. Styka
Supervisor

