

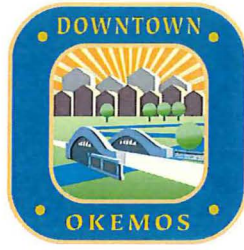


DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA

Monday, May 1, 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 March 6, 2017
5. Authorization of Payments
 - a. February Energy Bill 2017 - \$152.82
 - b. March Energy Bill 2017 - \$150.93
 - c. April Energy Bill 2017 - \$110.22
 - d. Redwood Landscaping-Snowflakes/Banners April 2017- \$200.00
6. Financial Report
 - a. March/April 2017 Financial Report
7. New Business
 - a. Kiwanis Flags Over Meridian program- Tom Haas
 - b. Spring Streetscape Project
8. Staff Report
 - a. Disco Fish Communications
 - b. Development Projects
9. Chair's Report
10. Public Comment

"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."



11. Adjournment

-Next DDA meeting will be on Monday, July 3, 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, MARCH 6, 2017, 7:30 AM - MINUTES

MEMBERS

PRESENT: Jim Raynak (Chairperson), Jim Spanos (Treasurer), Renee Korrey, Scott Weaver, Supervisor Ron Styka (arrived at 7:40), Sherry Fisher, Susan Fulk

MEMBERS

ABSENT: Bill Cawood

STAFF

PRESENT: Assistant Township Manager/Director of Public Works Derek Perry, Director of Community Planning & Development Mark Kieselbach, Finance Director Miriam Mattison, Economic Development Coordinator/Associate Planner Ben Motil

OTHERS

PRESENT: None

1. CALL MEETING TO ORDER

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

2. APPROVAL OF THE AGENDA

**MOTION BY MEMBER KORREY TO APPROVE AGENDA. SUPPORTED BY MEMBER FISHER.
MOTION APPROVED 6-0.**

3. PUBLIC COMMENT

None.

4. APPROVAL OF MEETING MINUTES OF JANUARY 9, 2017

**MOTION BY MEMBER KORREY TO APPROVE MINUTES. SUPPORTED BY MEMBER WEAVER.
MOTION APPROVED 6-0.**

5. AUTHORIZATION OF PAYMENTS

None.

6. FINANCIAL REPORT

- a. 2016 Financial Report- Finance Director Mattison provided the DDA an explanation of the 2016 Year End Financial Statement. Director Mattison noted that the 2016 year-end report was not an audited version. Director Mattison explained the various line items include in the financial report as of December 31, 2016. Questions from the DDA Board included information regarding the Celebrate Okemos event and reversed accruals from December 2016 to January 2017.

Downtown Development Authority Board Minutes
March 6, 2017
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- b. January/February 2017 Financial Report - Director Mattison updated the DDA Board on the January/February 2017 Financial Report. Director Mattison updated the Board on the DDA net income up to February 2017.

7. ON-GOING BUSINESS/REPORTS

- a. DDA Debt Payment - Member Spanos proposed making a down payment on the principal of the DDA debt in the amount of \$50,000. Finance Director Mattison stated the Loan Agreement would need to be amended. The payment on the principal would reduce the amount of interest due in total. The DDA Board proposed making a pre-payment on the principal in the amount of \$50,000 if the Township Board would modify the Loan Agreement to allow the first principal payment to be paid in 2022 rather than 2020.

MOTION BY MEMBER WEAVER TO AMEND THE DDA LOAN PAYMENT SCHEDULE TO BEGIN PRINCIPAL PAYMENTS IN 2022 ON THE CONDITION THAT THE DDA WILL MAKE A PRE-PAYMENT ON THE PRINCIPAL IN THE AMOUNT OF \$50,000 IN THE YEAR 2017. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 7-0.

8. NEW BUSINESS

- a. New DDA Member Susan Fulk introduced herself to the DDA Board.
- b. Meridian Parks Presentation - Staff read communications from Meridian Township Parks Director LuAnn Maisner regarding donation options for the DDA to support Meridian Township parks. The DDA Board held discussion regarding the donation options and proposed donating the three "Disco Fish" sculptures to the Parks.

MOTION BY MEMBER WEAVER TO DONATE THE THREE DISCO FISH SCULPTURES TO THE MERIDIAN PARKS. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 7-0.

- c. Ribbon Cutting Announcements - Staff updated the DDA Board on upcoming business ribbon cuttings and grand openings in the Township.

9. STAFF REPORT

- Staff provided updates on the status of proposed and ongoing projects within the Township. Report on file.
- Director Kieselbach updated the DDA Board on the Draft Master Plan 63-day review period. The 2017 Draft Master plan is on the Township website available for review and public comment.

10. CHAIR'S REPORT

Chair Raynak announced the next DDA meeting will be on May 1st, 2017 at 7:30 a.m. Chair Raynak welcomed the newest DDA member Susan Fulk to the DDA Board.

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11. PUBLIC COMMENT

None.

12. ADJOURNMENT

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

Jim Raynak, Chairperson



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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: February
Service dates: 01/20/2017 - 02/17/2017
Days Billed: 29
Portion: 14 02/17

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 03/17/2017

Electric Service:

Standard Meter
Meter Number: 73325747
POD Number: 0000004053513
Beginning Read Date: 01-20
Ending Read Date: 02-17
Beginning Read: 50254
Ending Read: 51183 (Actual)
Usage: 929 kWh

Total Metered Energy Use: 929 kWh

February Energy Bill

Invoice: 204119298173

Account Summary

Last Month's Account Balance	\$342.38
Payment on January 27, 2017	<u>\$342.38-</u>
Balance Forward	\$0.00

Payments applied after Feb 17, 2017 are not included.

Electric Charges

Energy	929@ 0.090896	\$84.44
PSCR	929@ 0.000320-	\$0.30-
System Access		\$20.00
Distribution	929@ 0.042131	\$39.14
Energy Efficiency		\$1.61
Electric Interim Surch U-17990	929@ 0.006257	\$5.81
Power Plant Securitization	929@ 0.001247	\$1.16
Low-Income Assist Fund		<u>\$0.96</u>

Total Electric **\$152.82**

Total Energy Charges **\$152.82**

Amount Due: **\$152.82**
by March 14, 2017

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.

Questions about your bill? Get an explanation of charges and learn more at www.ConsumersEnergy.com/business.



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: March
Service dates: 02/18/2017 - 03/20/2017
Days Billed: 31
Portion: 14 03/17

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 04/18/2017

Electric Service:

Standard Meter
Meter Number: 73325747
POD Number: 0000004053513
Beginning Read Date: 02-18
Ending Read Date: 03-20
Beginning Read: 51183
Ending Read: 52116 (Actual)
Usage: 933 kWh

Total Metered Energy Use: 933 kWh

March Energy Bill

Invoice: 201004915441

Account Summary

Last Month's Account Balance	\$152.82
Payment on March 13, 2017	<u>\$152.82-</u>
Balance Forward	\$0.00

Payments applied after Mar 20, 2017 are not included.

Electric Charges

Energy	511@ 0.090896	\$46.45
Energy	422@ 0.091945	\$38.80
PSCR	933@ 0.000610-	\$0.57-
System Access		\$20.00
Distribution	511@ 0.042131	\$21.53
Distribution	422@ 0.042154	\$17.79
Energy Efficiency		\$1.61
Electric Interim Surch U-17990	511@ 0.006257	\$3.20
Power Plant Securitization	933@ 0.001247	\$1.16
Low-Income Assist Fund		<u>\$0.96</u>

Total Electric **\$150.93**

Total Energy Charges **\$150.93**

Amount Due: **\$150.93**
by April 11, 2017

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

For service on and after March 7, your bill will include the **U-17990 electric rate adjustment**, which reflects major investments to enhance reliability, customer service and benefit the environment, including cleaner air. The Michigan Public Service Commission approved the adjustment Feb. 28, 2017. A copy of our filing and explanation of the changes may be viewed at our offices and at

<http://efile.mpsc.state.mi.us/efile>.

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/business.

Questions about your bill? Get an explanation of charges and learn more at www.ConsumersEnergy.com/business.



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: April
Service dates: 03/21/2017 - 04/18/2017
Days Billed: 29
Portion: 14 04/17

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 05/17/2017

Meter exchange on 03/30/17
Old Meter = 73325747 New Meter = 31278553

Electric Service:

Standard Meter
Meter Number: 73325747
POD: 0000004053513
Beginning Read Date: 03-21
Ending Read Date: 03-30
Beginning Read: 52116
Ending Read: 52382 (Actual)
Usage: 266 kWh

Electric Service:

Smart Meter
Meter Number: 31278553
POD: 0000004053513
Beginning Read Date: 03-31
Ending Read Date: 04-18
Beginning Read: 0
Ending Read: 391 (Actual)
Usage: 391 kWh

Total Metered Energy Use: 657 kWh

April Energy Bill

Invoice: 204386388638

Account Summary

Last Month's Account Balance	\$150.93
Payment on April 10, 2017	<u>\$150.93-</u>
Balance Forward	\$0.00

Payments applied after Apr 19, 2017 are not included.

Electric Charges

Energy	657@ 0.091945	\$60.41
PSCR	657@ 0.001950-	\$1.28-
System Access		\$20.00
Distribution	657@ 0.042154	\$27.70
Energy Efficiency		\$1.61
Power Plant Securitization	657@ 0.001247	\$0.82
Low-Income Assist Fund		<u>\$0.96</u>

Total Electric **\$110.22**

Total Energy Charges **\$110.22**

Amount Due: **\$110.22**
by May 11, 2017

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

We have filed a request with the Michigan Public Service Commission in Case U-18322 to adjust electric rates. This will help make improvements to enhance reliability, customer

service and benefit the environment. A copy of our filing and explanation of proposed changes may be viewed at our offices and <http://efile.mpsc.state.mi.us/efile>.

Questions about your bill? Get an explanation of charges and learn more at www.ConsumersEnergy.com/business.

REDWOOD LANDSCAPING L.L.C.

P.O. BOX 926

OKEMOS, MI 48805

(517) 381-0500

Invoice

CHARTER TOWNSHIP OF MERIDIAN

MR. PETER MENSER

5151 MARSH RD

OKEMOS, MI 48864

Account No.	Date
393	03/30/17
Total Amount Due	
\$ 200.00	

Date Due: 04/15/17

Amount Enclosed \$ _____

REMIT TO: REDWOOD LANDSCAPING L.L.C.

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

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Previous Balance: 0.00

DATE	DESCRIPTION	AMOUNT										
03/23/17	TAKE DOWN SNOWFLAKES/PUT UP BANNERS	200.00										
<table border="1"> <tr> <td>Current</td> <td>Over 30</td> <td>Over 60</td> <td>Over 90</td> <td>Total Amount Due</td> </tr> <tr> <td>200.00</td> <td></td> <td></td> <td></td> <td>\$ 200.00</td> </tr> </table>		Current	Over 30	Over 60	Over 90	Total Amount Due	200.00				\$ 200.00	
Current	Over 30	Over 60	Over 90	Total Amount Due								
200.00				\$ 200.00								

CALL NOW TO SCHEDULE ANY SPRING PROJECTS!!!!

THANK YOU FOR YOUR CONTINUED BUSINESS!!!

Meridian Twp DDA

Preliminary Financial Statements

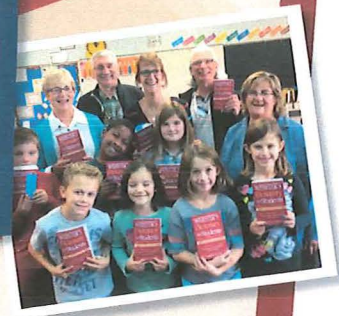
Period Ending 3/31/2017

BALANCE SHEET					Year to Date
ASSETS					
Cash					\$80,408.03
Cash - Celebrate					\$17,480.35
Due from General Fund					\$0.00
Taxes Receivable					\$0.00
Accounts Receivable					\$0.00
Prepaid Expense					\$0.00
	TOTAL ASSETS				\$97,888.38
LIABILITIES					
Accrued Interest Payable					\$1,496.00
Due to General Fund					\$0.00
Unearned Revenue					\$0.00
Deferred Inflows of Revenue					\$0.00
LT Note Payable					\$199,500.00
	TOTAL LIABILITIES				\$200,996.00
FUND BALANCE					
Fund Balance 12/31/16					(\$122,795.98)
2017 YTD Net Income					\$19,688.36
	TOTAL FUND BALANCE				(\$103,107.62)
	TOTAL LIABILITIES & FUND BALANCE				\$97,888.38
INCOME STATEMENT					
REVENUES			<u>March</u>	<u>April</u>	<u>Year to Date</u>
Tax Capture			\$9,915.61	\$0.00	\$9,294.48
PPT Reimbursement			\$0.00	\$0.00	\$10,889.08
Grants			\$0.00	\$0.00	\$0.00
DDA Downtown Events/Donations			\$0.00	\$0.00	\$0.00
Other			\$0.00	\$0.00	\$0.00
	TOTAL REVENUE		\$9,915.61	\$0.00	\$20,183.56
EXPENDITURES					
Operating Costs			\$152.82	\$0.00	\$495.20
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		\$152.82	\$0.00	\$495.20
	2017 Net Income		\$9,762.79	\$0.00	\$19,688.36

Flags Over Meridian

We will place an American flag in front of your home or business on:

**Memorial Day, Flag Day,
Independence Day, Labor Day,
September 11 th and Veterans Day.**




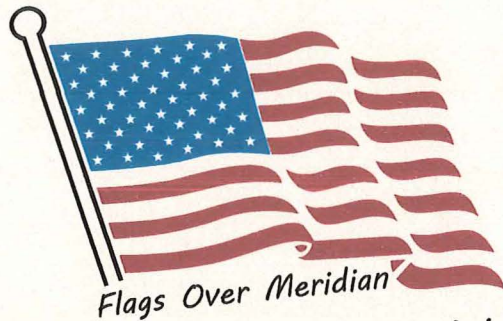
Flags Over Meridian is a great opportunity to show your patriotism and invest in programs to help kids improve their grades, stay healthy, build leadership skills, and develop strong character.

For only \$36 per flag subscription, you can help support a variety of fantastic programs!

Interested in getting involved or just want to learn more? We meet at 7am every Tuesday at **Blondie's Barn** in Haslett. Please, join us!

On behalf of the Kiwanis Club of Haslett, my sincerest thanks.

 Phil Deschaine
President



It's easy! Just fill out the form, cut it out, and send it with a check (\$36 per Subscription) made out to Haslett Kiwanis Club to:

Flags Over Meridian
1491 Franklin St., Haslett, MI 48840

 FlagsOverMeridian.com

Flags Over Meridian Contribution Form

Total Flag Subscriptions: _____

Name: _____

Street Address: _____ Zip Code: _____

Please provide/update the following for communication purposes:

Email: _____ Phone: _____

Use the back to list additional flags/display locations (e.g, a neighbor, or local park):



To: DDA Board Members
From: 
Benjamin M. Motil
Economic Development Coordinator/Assoc. Planner
Date: April 27, 2017
Re: Spring Streetscape Project

In past years, the DDA has financed several spring streetscape projects: hanging and watering 20 flower baskets on the light poles, planting and watering flowers in the eight concrete planters located along sidewalks, installing banners on the light poles, and mowing the roundabout when necessary. Staff needs authorization from the DDA Board to move ahead with arranging the streetscape projects. The following table is a list of cost estimates based on staff research and past invoices from 2015 & 2016.

Vendor	Description	Estimated Cost
Redwood Landscaping	Installation of banners	\$200 (completed)
Van Atta's Greenhouse	Flowers for hanging baskets	\$2,100
Redwood Landscaping	Installation of flowers in planters	\$200
Meridian Township	Water	\$380

The DDA Board allocated \$5,000 for contractual services in the 2015 and 2016 budget. Given the current fiscal situation, the DDA Board may choose to hang the banners and not purchase the hanging baskets, or fully fund the streetscape projects as in previous years. Not purchasing the flower baskets would save on water costs as well as winterization (\$425 annually) and any servicing the irrigation system may end up needing.

- **MOTION TO AUTHORIZE STAFF TO PURCHASE AND INSTALL HANGING FLOWER BASKETS AND FLOWERS FOR PLANTERS FOR THE 2017 SPRING STREETScape PROJECT.**

G:\Community Planning & Development\Planning\DDA\MEMOS\2017\May

Meridian Township

Jim Raynak
Sherry Fisher
Jim Spanos
Ron Styka

Chair
Vice-Chair
Treasurer
Supervisor



Bill Cawood
Renee Korrey
Susan Fulk
Scott Weaver

Member
Member
Member
Member

DOWNTOWN DEVELOPMENT AUTHORITY

Dear LuAnn,

At the Downtown Development Authority (DDA) regular meeting on March 6, 2017, the DDA voted to donate the three Disco Fish sculptures to the Parks & Recreation Department of Meridian Township. As per your suggestion, the DDA would like to see the sculptures located in either Wonch Park or Ferguson Park. In order to promote the DDA and recognize our partnership with the Parks & Recreation Department in place-making efforts, with your permission, we would like to request that a plaque be installed at each location commemorating the sculptures. Accordingly, we propose the plaques read as follows:

Disco Fish by Tom Rudd
Donated by the Downtown Development Authority
Charter Township of Meridian
March 6, 2017

Thank you, and if you have any questions, please feel free to contact Ben Motil, Meridian Township Economic Development Coordinator at 517-853-4568.

Sincerely,


James Raynak
DDA Chairperson

"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."



Meridian Township
5151 Marsh Road
Okemos, MI 48864

P 517.853.4000
F 517.853.4096

Township Board:

Ronald J. Styka
Supervisor

Brett Dreyfus
Township Clerk, CMMC

Julie Brixie
Treasurer

Phil Deschaine
Trustee

**Patricia Herring
Jackson**
Trustee

Dan Opsommer
Trustee

Kathy Ann Sundland
Trustee

Frank L. Walsh
Township Manager

04/11/2017

Meridian Township Downtown Development
Authority Board
5151 Marsh Road
Okemos, MI 48864

Dear Chair Raynak and DDA Members:

Subject: Donation of the Disco Fish

On behalf of the Meridian Township Park Commission, I would like to thank the DDA Board for their generous donation of three (3) sculptures of mosaic tile fish to the Park Commission/Township Parks.

The Parks and Recreation Department is planning an event in Wonch Park on Wednesday, May 31 from 11 am-1 pm to celebrate National Senior Health and Fitness Day. A variety of activities are planned including food, music, dancing, chair massage, fitness and stretch activities and more. This seems like the perfect time to host a ribbon-cutting ceremony at the park.

The fish are currently being repaired and restored by Ann O'Conner at Art Unlimited prior to installation for the May 31st event.

Thank you again for your generosity.

Sincerely,

Michael McDonald, Chair
Meridian Township Park Commission



**Charter Township of Meridian
Development Projects
(March 10, 2017 – April 28, 2017)**

New Business

None.

Project Updates

- Marriot Courtyard – site plan approved for new four story hotel with 97 rooms (64,052 square feet) at Jolly Oak Rd./Meridian Crossings Dr.
- Hannah Farms East – Proposed project of group of buildings greater than 25,000 square feet at Eyde Parkway/Hannah Boulevard. Planning Commission recommended approval on 3/27/17. Public hearing scheduled for 5/2/17 Township Board meeting.
- 1619 Haslett Rd- Request to demolish and reconstruct gas station, public hearing held on 2/13/17. Planning Commission recommended approval on 3/13/17. Public Hearing held on 4/18/17 at Township Board meeting.
- Patriot Ambulance Service- Proposed project to establish an ambulance transport service at 1673 Haslett Rd. Public hearing held on 3/27/17. Approved at 4/10/17 Planning Commission Hearing.
- Chamberlain Townhouses- Construction underway for a 19,500 square foot, 8 unit townhouse project at 1730 Chamberlain Drive.