



**DOWNTOWN DEVELOPMENT AUTHORITY**  
**AGENDA**

**Monday, June 26, 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 May 1, 2017
5. Authorization of Payments
6. Financial Report
7. New Business
  - a. Daylilies along Okemos Road/Hamilton Road
8. Staff Report
  - a. None
9. Chair's Report
10. Public Comment
11. Adjournment

**-Next DDA meeting will be on Monday, September 11, 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, MAY 1, 2017, 7:30 AM – MINUTES (DRAFT)

**MEMBERS**

**PRESENT:** Susan Fulk, Bill Cawood, Jim Spanos, Scott Weaver, Supervisor Ron Styka

**MEMBERS**

**ABSENT:** Sherry Fisher, Jim Raynak, Renee Korrey

**STAFF**

**PRESENT:** Township Manager Frank Walsh, Trustee Phil Deschaine, Community Planning & Development Mark Kieselbach, Economic Development Coordinator/Associate Planner Ben Motil

**OTHERS**

**PRESENT:** Kiwanis Member Tom Haas

1. CALL MEETING TO ORDER

Member Cawood called the meeting to order at 7:35 a.m.

2. APPROVAL OF THE AGENDA

**MOTION BY SUPERVISOR STYKA TO APPROVE AGENDA. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 5-0.**

3. PUBLIC COMMENT

Kiwanis Member Tom Haas presented the Kiwanis' "Flags over Meridian" program.

4. APPROVAL OF MEETING MINUTES OF MAY 1, 2017

**MOTION BY MEMBER FULK TO APPROVE MINUTES. SUPPORTED BY SUPERVISOR STYKA. MOTION APPROVED 5-0.**

5. AUTHORIZATION OF PAYMENTS

**MOTION BY SUPERVISOR STYKA TO AUTHORIZE PAYMENTS. SUPPORTED BY MEMBER SPANOS. MOTION APPROVED 5-0.**

6. FINANCIAL REPORT

- a. March/April 2017 Financial Report  
Staff provided a summary update on the March/April 2017 Financial Report. Report on file.

7. NEW BUSINESS

a. Kiwanis Flags Over Meridian Program

- The DDA agreed to participate in the Flags Over Meridian Program with the Kiwanis. The DDA proposed to sponsor a matching fund for the program. Normal cost per flag is \$36. The DDA agreed to donate \$18 per flag for businesses located in the DDA. Jim Spanos agreed to personally donate \$400 toward the sponsorship costs.

b. Spring Streetscape Project

Staff provided an update on the progress of the 2017 Spring streetscape project. The Winter snowflake decorations have been removed from the light poles in the DDA district. Banners have been placed on the light poles. Staff requested authorization to install hanging baskets and planters. Cost estimates were provided.

**MOTION BY MEMBER WEAVER TO AUTHORIZE STAFF TO INSTALL THE 2017  
SPRING STREETSCAPE PROJECT. SUPPORTED BY MEMBER CAWOOD.  
MOTION APPROVED 5-0.**

9. STAFF REPORT

- Staff provided updates on the status of proposed and ongoing projects within the Township. Report on file.
- Communications between the DDA and the Meridian Township Parks Department regarding the Disco Fish donation were provided to the DDA Board.
- Township Manager Walsh provided an informational update on the August 8<sup>th</sup> Police & Fire millage. Manager Walsh discussed the prospect of creating a development fund, depending on the outcome of the August 8<sup>th</sup> millage.
- Discussion was held regarding the Walnut Hills rezoning.

10. CHAIR'S REPORT

None.

11. PUBLIC COMMENT

None.

12. ADJOURNMENT

The meeting adjourned without objection at 8:25 a.m.

Jim Raynak, Chairperson

### DDA Invoice Report

Check #	Vendor Name	Description	Amount
1067	Meridian Township	Principal loan payment	\$50,000.00
1068	VOID	VOID	
1069	Van Atta's Greenhouse	Hanging flower baskets	\$1,358.49
1070	Consumers Energy	Electricity	\$99.36
1071	Redwood Landscaping	Install hanging baskets, adjust irrigation	\$315.00
		<b>TOTAL</b>	<b>\$51,772.85</b>

Meridian Twp DDA  
Preliminary Financial Statements  
Period Ending 5/31/2017

**BALANCE SHEET**

Year to Date

ASSETS

Cash	\$28,512.10
Cash - Celebrate	\$17,480.35
Due from General Fund	\$0.00
Taxes Receivable	\$0.00
Accounts Receivable	\$0.00
Prepaid Expense	\$0.00
<b>TOTAL ASSETS</b>	<b>\$45,992.45</b>

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	\$149,500.00
<b>TOTAL LIABILITIES</b>	<b>\$150,996.00</b>

FUND BALANCE

Fund Balance 12/31/16	(\$122,795.98)
2017 YTD Net Income	\$17,792.43
<b>TOTAL FUND BALANCE</b>	<b>(\$105,003.55)</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$45,992.45</b>

**INCOME STATEMENT**

REVENUES

	May	June	Year to Date
Tax Capture	\$0.00	\$215.77	\$9,632.55
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
<b>TOTAL REVENUE</b>	<b>\$0.00</b>	<b>\$215.77</b>	<b>\$20,521.63</b>

EXPENDITURES

Operating Costs	\$99.36	\$0.00	\$855.71
Professional Consultant/Contractual Services	\$1,358.49	\$315.00	\$1,873.49
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
<b>TOTAL EXPENDITURES</b>	<b>\$1,457.85</b>	<b>\$315.00</b>	<b>\$2,729.20</b>
<b>2017 Net Income</b>	<b>(\$1,457.85)</b>	<b>(\$99.23)</b>	<b>\$17,792.43</b>