



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
February 6, 2023 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 – November 7, 2022
6. PUBLIC REMARKS
7. FINANCIAL REPORT
 - A. December Monthly Financials
8. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill December 2022
 - B. Consumers Energy Bill January 2023
9. OLD BUSINESS
 - A. Meridian Township 2023 Goals & Economic Development Goals
10. NEW BUSINESS
 - A. Annual Officer Election
 - B. Match on Main Business Grant Update
 - C. Village of Okemos FAQ
 - D. Masterplan Comments
11. REPORTS
 - A. Township Board
 - B. Township Manager
 - C. Planning Commission
 - D. Chair
 - E. Staff
12. OPEN DISCUSSION/BOARD COMMENTS

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

Providing a safe and welcoming, sustainable, prime community.



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
February 6, 2023 7:30AM
Municipal Building
5151 Marsh Road, Okemos



13. PUBLIC REMARKS

14. NEXT MEETING DATE

A. March 6, 2023, 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

Providing a safe and welcoming, sustainable, prime community.



Charter Township of Meridian
Downtown Development Authority (DDA)
Municipal Building, 5151 Marsh Rd., Okemos, MI 48864
Monday, November 7, 2022 – Minutes

Members

Present: Don Romain, Bill Cawood, Supervisor Jackson, Renee Korrey, Peter Campbell, and Susan Fulk

Members

Absent: Tom Stanko 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

Member Fulk called the meeting to order at 7:33am and read the mission statement.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL MEETING MINUTES OF JULY 11, 2022

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

4. PUBLIC REMARKS

None.

5. COMMUNICATIONS

A. Resignation Letter J. Raynak

Director Clark shared the letter with the group.

6. FINANCIAL REPORT

A. Monthly Financials (June-September)

Director Clark reviewed the financials. The fund balance is \$89,564.81. The financials were placed on file.

B. Development Project List

Director Clark reported that the Village of Okemos Brownfield Plan was approved by the Board.

7. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill August 2022

MOTION BY MEMBER CAWOOD TO APPROVE THE PAYMENT OF THE JULY 2022 CONSUMERS ENERGY BILL IN THE AMOUNT OF \$29.24. SUPPORTED BY MEMBER CAMPBELL. MOTION APPROVED 6-0.

B. Consumers Energy Bill September 2022

MOTION BY MEMBER CAWOOD TO APPROVE THE PAYMENT OF THE AUGUST 2022 CONSUMERS ENERGY BILL IN THE AMOUNT OF \$29.24. SUPPORTED BY MEMBER CAMPBELL. MOTION APPROVED 6-0.

C. Consumers Energy Bill October 2022

MOTION BY MEMBER CAWOOD TO APPROVE THE PAYMENT OF THE SEPTEMBER 2022 CONSUMERS ENERGY BILL IN THE AMOUNT OF \$29.27. SUPPORTED BY MEMBER CAMPBELL. MOTION APPROVED 6-0.

D. Consumers Energy Bill November 2022

MOTION BY MEMBER CAWOOD TO APPROVE THE PAYMENT OF THE SEPTEMBER 2022 CONSUMERS ENERGY BILL IN THE AMOUNT OF \$29.27. SUPPORTED BY MEMBER CAMPBELL. MOTION APPROVED 6-0.

8. OLD BUSINESS

A. Village of Okemos-Development/RAP Grant Update

Director Clark stated we did not receive the RAP grant request of \$5,000,000. The Village of Okemos Project has requested a minor amendment to the MUPUD for a reduction in commercial space (6,000-7,000 square feet). This would allow the developers to repurpose the space that was intended for Douglas J to residential space. They will be applying for another grant from the State in the amount of \$10,000,000 that would be \$5,000,000 per year for two years.

B. DDA Member Attendance

The DDA discussed the attendance policy. Mr. Spanos has missed ten meetings in a row. Frank mentioned he will reach out to Mr. Spanos and have a personal conversation with him regarding his participation with the DDA.

9. NEW BUSINESS

A. RRC Site Selection – 4708 Okemos Road

Director Clark mentioned that the DDA consider listing the property at 4708 Okemos Road, which is in the DDA, for sale on the MEDC Redevelopment Ready Site. Previously, the Haslett property was listed on the site.

MOTION BY MEMBER ROMAIN TO AUTHORIZE THE ECONOMIC DEVELOPMENT DIRECTOR TO ENGAGE WITH THE PROPERTY OWNER AND THE MEDC TO LIST THE PROPERTY AS A POSSIBLE REDEVELOPMENT PRIORITY SITE. SUPPORTED BY MEMBER CAMPBELL. MOTION APPROVED 6-0.

B. 2023 DDA Meeting Start Times

The DDA discussed changing the meeting time to 8:00am or noon for 2023. In the end, there was consensus for continuing with the 7:30am meeting start time for 2023.

C. 2023 DDA Calendar Meeting Dates

MOTION BY MEMBER KORREY TO APPROVE THE 2023 MEETING SCHEDULE FOR THE DOWNTOWN DEVELOPMENT AUTHORITY OF MERIDIAN TOWNSHIP AS PRESENTED. SUPPORTED BY MEMBER CAMPBELL. MOTION APPROVED 6-0.

10. REPORTS

A. Township Board

Supervisor Jackson reported on the following:

- Board approved the Village of Okemos Brownfield Plan
- Approved other zoning and ordinance updates
- Received the new fire ladder truck that was paid for in cash

B. Township Manager

- Police Department is in the process of reaccreditation
- Board will be hearing ARP funding requests at the 11/29 meeting
- Township hunt has taken 89 deer so far
- New welcoming signs are coming
- Joyce VanCoevering and John Sarver were recognized as Volunteers of the Year
- January ribbon cutting planned for the Okemos Bridge
- Board goal setting begins on 11/29
- Back in court on Winslow Trailer Park
- DEI-installation of sanitary products in township restrooms
- Senior Center issues at Chippewa School
- Looking at facility updates including paint, carpet and furniture
- 242 Church volunteers are painting the police building
- Local Road Program is winding down
- Beginning the 2024 Road Program

C. Planning Commission

Commissioner Blumer reported the Planning Commission has updated the sign ordinance and the large item will be the revision of the Master Plan. Also, discussed a new housing development at Powell and Central Park. A question arose of what is the percentage of rental versus owned homes in Meridian Township along with the projection for the future.

D. Chair Report

None.

E. Staff Report

Director Clark shared she submitted the Match on Main application. The Bonus Bucks program will run from 11/26-12/23, if you spend \$50, you get \$50 (offer good for the first 10 people at each store). The old Outback Steakhouse building does have a buyer.

11. OPEN DISCUSSION/BOARD COMMENTS

Member Fulk reported that she will be retiring early next year and December will be her last DDA meeting.

12. PUBLIC REMARKS

None.

13. NEXT MEETING DATE

a. December 5, 2022, 7:30am

14. ADJOURNMENT

The meeting was adjourned at 9:03am without objection.



230 W Main St
Ionia, MI 48846

Statement Ending 12/31/2022

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXX5474

>002075 7179892 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



Also enclosed with your account statement are various documents containing important information. If you should have any questions regarding this information, please contact our Customer Experience Hub at 800.355.0641, Monday-Friday 8 am-8 pm and Saturday 8 am-5 pm (ET). We appreciate your business.

With our Holiday Wrap-Up loan, you may be able to tie up any loose ends from the holiday season, and start the year anew! Enjoy great rates when you consolidate holiday debt, gift yourself what you really wanted, take a much-needed vacation getaway, and much more! This loan runs January 1-February 28, 2023, and you can learn more and apply online by visiting IndependentBank.com or contacting your local branch.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXX5474	\$102,684.21

Business Freedom Checking-XXXXXXX5474

Account Summary

Date	Description	Amount
12/01/2022	Beginning Balance	\$102,713.48
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$29.27
12/31/2022	Ending Balance	\$102,684.21

Other Debits

Date	Description	Amount
12/08/2022	Point Of Sale Withdrawal CONSUMERS ENERGY CO800-477-5050 MIUS	\$29.27

Daily Balances

Date	Amount	Date	Amount
12/01/2022	\$102,713.48	12/08/2022	\$102,684.21



02075 7179892 000191 012391 0001/0003

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Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Thu 12/15/2022 2:08 PM

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

 LOG IN BUTTON LOG IN


 [logo](#)

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

Your Consumers Energy Bill Is Available

Amount Due
\$29.27

Due Date: January 5, 2023

 **Your account is on Auto-pay.**

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of \$29.27 on December 7.

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

December Energy Usage

November 15-December 13 (29 Days)

 [Electric Usage Graph](#)

 [Consumers Promotional Image](#)

[Terms & Conditions](#)

Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Sat 1/14/2023 2:13 PM

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

 LOG IN BUTTON LOG IN

 [logo](#)


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

Your Consumers Energy Bill Is Available

Amount Due

\$28.81

Due Date:February 7, 2023

 **Your account is on Auto-pay.**

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of\$29.27onJanuary 5.

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

JanuaryEnergy Usage

December 14-January 12(30Days)

 [Electric Usage Graph](#)

 [Consumers Promotional Image](#)

[Terms & Conditions](#)



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: February 6, 2023
RE: Meridian Township 2023 Goals and Economic Development Goals

Summary

Annually Meridian Township Board and the Management team members create a list of the top goals and actions that will be priority for the year. Included in the packet are draft 2023 goals as recommended by Director Clark to the Downtown Development Authority of Meridian Township. To appropriately plan the activities of the DDA, the following goals are proposed to support the overall general activities of the Township and the DDA's mission.

The Mission of the DDA- *is to beautify and revitalize downtown Okemos as a very desirable place to shop, live, and do business. It is a commitment to promoting an improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.*

- 1. Manage the recertification of Meridian Township's Redevelopment Ready Recertification status with the Michigan Economic Development Corporation. Assist with the required implementation of policy or procedures to maintain active status**
 1. Administrate all necessary CERTIFIED and Essentials tasks as required for active status designation as defined by the MEDC best practices guide
 2. Assist with the review and update of the Masterplan Update 2023, assist with the commencement of the implementation matrix and tracking of Masterplan engagement.
 3. Develop the remaining administrative documents and organization elements to meet active status requirements.

- 2. Provide quality leadership of the implementation of the redevelopment of the Okemos 'four corners' and Okemos PICA as defined in the Masterplan. Continue efforts to support infill redevelopment.**
 1. Manage and monitor meetings with property owners, developers and potential tenants to determine best development outcomes for project success.
 2. Provide assistance to developers seeking sites and business owners seeking locations in the Downtown area
 3. Manage the Match on Main grant reimbursement program



3. **Work with the DDA directors to begin the process to update the 2009 Downtown Development District Integrated plan should be.**
 1. Review 2009 DDA Integrated plan and determine what should be updated
 2. Determine if a third party should be hired to create the plan
 3. Create a participation plan to gain public input on the update
 4. Create a document to provide a visual of the plan with steps to implement the plan

4. **Support small business retention and promotional activities of the Downtown district businesses.**
 1. Plan and implement efforts to support the shop local events like Downtown Art Fair and Holiday Art Fair



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: February 6, 2023
RE: Annual Officer Election

DDA Bylaws state:

The officers of the Authority shall be elected by the Board of Directors and shall consist of a Chairperson, Vice Chairperson and Secretary/Treasurer. The Board of Directors may all appoint a recording Secretary who need not be a member of the board.

The Officers of the Board of Directors shall be elected annually by the board. If the election of the officers shall not be held or made at such meeting, such election shall be held or made as soon thereafter as it is convenient. Each officer so elected or appointed shall hold office for the remainder of which they are elected or appointed and until a successor is elected or appointed a qualified, or until they resign or are removed.

Position Responsibilities:

Chairperson and Vice Chairperson: The Chairperson shall preside at all meetings of the Board of Directors and shall discharge the duties of a presiding officer. In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers and be subject to all the restrictions of the Chairperson.

Secretary/Treasurer: The Secretary/Treasurer shall attend all meetings of the Board of Directors and record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Secretary/Treasurer shall prepare, with the assistance of appropriate Township officials, annual financial report covering the fiscal year of the Authority. The Secretary/Treasurer shall also preside at all meetings of the Board of Directors where the Chairperson and Vice Chairperson are also unavailable.

Current Officers:

Tom Stanko- Chair

Susan Fulk - Vice Chair

Peter Campbell Secretary- Treasurer

Recommendation:

Motion to approve the elected officers for Chairperson, Vice Chair Person, Treasury/Secretary for 2023.



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: February 6, 2023
RE: Match On Main Business Grant Update

Meridian Township is eligible to participate in the Match on Main reimbursement grant program offered through the Michigan Economic Development Corporation MEDC as we hold an active status within the Redevelopment Ready Communities program. This allows Meridian Township the ability to access programs like Match on Main to provide it to businesses within the Downtown Development Authority. The Spring Match on Main grant window opens Monday January 30th and closes February 28th.

At this time we have no new applications from businesses within the district seeking assistance with enhancements to a new or existing business. The \$25,000 reimbursement grant covers many elements that support small business including but not limited to interior and exterior improvements, technical assistance, equipment purchasing, site readiness, staff training and more. Meridian Township encourages the property owners of the DDA district to look into the program and see how Match on Main could support your development and business goals.

Meridian Township has successfully been selected for our first Match on Main grant reimbursement in support of the updates planned and implemented at Douglas J Salon which will be the flagship location of all Douglas J salons. As a follow up to the status of the reimbursement here are the remaining steps we must meet in order to complete the reimbursement:

1. The Funds will be coming directly to Meridian Township (the entity that we have registered in SIGMA, the state's payment system)
2. When the project and compliance materials are complete, Meridian Township will receive funding to then disbursement to the business.
3. Compliance Materials can be found via the table below. They will also be listed in the Signed Grant Agreement that you will receive via email from our legal team. This document is still in process.

Disbursement Request Materials	
1	Signed Copy of "Exhibit B-1 Key Milestone Number One Grant Disbursement Requirements" (which will be located within the signed grant agreement)
2	Signed Copy of "Company Acknowledgement" form (which will be located within the signed grant agreement)



3	Signed Copy of "Company Acknowledgement" form (which will be located within the signed grant agreement)
4	A minimum of three project after photos
5	Copies of <u>paid</u> receipts/invoices

Action required:

None, until the MEDC submits the grant agreement to Meridian Township to sign and confirm we have completed all necessary steps.



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: February 6, 2023
RE: Village of Okemos Facts and Questions Sheet FAQ

The Meridian Township Board has planned a public hearing Tuesday March 7th, 2023 during the regular Township Board meeting to provide updates and answer questions before the Township board meeting. A press release has been created to inform the general public of the meeting. We encourage all interested in hearing updates related to the project and to get questions answered related to the project to attend the meeting. A email invitation was sent to all DDA and EDC directors as both boards are heavily engaged in the development of the Village of Okemos LLC, Mixed use redevelopment project.

The request for a public hearing came from the January 24th 2023 Township Board meeting when Trustee Marna Wilson formally asked Township staff to arrange a meeting with the developers. At this time it is suggested at a simple Fact and Answer sheet be created to accompany the event and host the FAQ on the website under the development page associated with project. Director Clark and the Planning team receive several questions related to project status and the source of project status is the Township website at [www. Meridian.mi.us/developmentprojects](http://www.Meridian.mi.us/developmentprojects). Our major projects we maintain up to date approvals or decisions related to projects. An FAQ on Village of Okemos due to the development complexity could assist the general public in maintaining a general overview of the information inclusive of the public meeting.

Recommendation:

Move to create a Fact and Answers Sheet related to the high overview general questions and answers of the Village of Okemos project. Post the FAQ after the public hearing scheduled for March 7th on the website.



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: February 6, 2023
RE: Masterplan Comments

The Community Planning & Development Department launched the Masterplan update to adopt new plan for the community this year 2023. This plan will provide a vision for 5 years of future development throughout the Township. The time to provide comment is soon coming to a close and we want to ensure the Downtown Development Authority submits comments to the Planning Commission and staff to be considered when making zoning and planning decisions. Many committees are commenting on the overall plan as well providing suggestions for things they would like to see addressed, implemented or discussed for future development.

The Downtown development Authority last conducted an Integrated Plan in 2009, shortly after the housing recession and prior to the COVID-19 pandemic. This is an opportune time to discuss taking a look at the Integrated Plan and determining what worked, what still need improvement that could be included in the Masterplan. A Masterplan is more than a planning document for the community to identify land use. The Masterplan is a Planning and zoning document we use to fortify our requests for grants, incentives and other enhancements for our community. It allows our community to voice our preferred vision for development and invite developers that desire to build the product we are looking for that can be supported by the market. The following are comments that could be provided to the Planning Commission:

- The DDA Integrated plan is more than 10 years old, an in-depth look at a new/updated plan should be conducted. A new plan should be adopted with metrics related to a 2023 economy
- Several drains impact the DDA district as well as the Red Cedar River, proper infrastructure discussions and plans should be included to prepare the general public of what is to come and what is necessary to protect the health of the public.
- Several sites are available for development and could be included as a brochure to developers

Recommendation:

Move to create a letter to the Planning Commission and Planning department including the recommendation to update the Integrated DDA Plan of 2009.