



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
Downtown Development Authority  
April 3, 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. Monthly Financial Reports December 2022 – February 2023
8. AUTHORIZATION OF PAYMENTS
  - A. Consumers Energy Bill December 2022-March 2023
9. NEW BUSINESS
  - A. Annual Officer Election
  - B. 2022 Annual DDA Report
  - C. DDA Member Attendance Issue
10. REPORTS
  - A. Township Board
  - B. Township Manager
  - C. Planning Commission
  - D. Chair
  - E. Staff
11. OPEN DISCUSSION/BOARD COMMENTS
12. PUBLIC REMARKS
13. NEXT MEETING DATE
  - A. May 1, 2023, 7:30am – Central Fire Station 5000 Okemos Road, Okemos MI Community Room - **Parking lot is on Central Park Drive!**
14. 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, 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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230 W Main St  
Ionia, MI 48846

**Statement Ending 02/28/2023**

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXXXX5474

>002123 3108920 0001 93443 10Z

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

01092116  
PS02

**Managing Your Accounts**

 Okemos

 800.355.0641

 IndependentBank.com



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**Summary of Accounts**

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXXX5474	\$102,631.81

**Business Freedom Checking-XXXXXXXX5474**

**Account Summary**

Date	Description	Amount
02/01/2023	Beginning Balance	\$102,660.62
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$28.81
02/28/2023	Ending Balance	\$102,631.81

**Other Debits**

Date	Description	Amount
02/08/2023	Point Of Sale Withdrawal CONSUMERS ENERGY CO800-477-5050 MIUS	\$28.81

**Daily Balances**

Date	Amount	Date	Amount
02/01/2023	\$102,660.62	02/08/2023	\$102,631.81





## 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>

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](#)

## Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Fri 3/17/2023 2:03 PM

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



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

## Your Consumers Energy Bill Is Available

Amount Due

# \$28.81

Due Date: April 7, 2023

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of \$28.81 on March 8.

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

March Energy Usage

February 14-March 15 (30 Days)

[Terms & Conditions](#)



**To: Downtown Development Authority Members**  
**From: Neighborhoods & Economic Development Director Amber Clark**  
**Date: April 3, 2023**  
**RE: Annual Officer Election**

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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(Resigned Nov 2022) - Vice Chair

Peter Campbell Secretary- Treasurer

**Recommendation:**

Motion to approve the \_\_\_\_\_ as Chair of the Downtown development Authority, \_\_\_\_\_ as Vice Chair and \_\_\_\_\_ as Secretary for 2023.



**To: Meridian Township Board Members**  
**From: Amber Clark Neighborhoods & Economic Development Director**  
**Date: April 3, 2023**  
**Re: 2022 Downtown Development Authority Annual Report**

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The Recodified Tax Increment Financing Act (2018 PA 57, as amended, MCL 125.4101 *et seq*) requires any municipal authority capturing tax increment revenues to submit an annual report to its governing body (township board, village council, etc), the Michigan Department of Treasury, and all entities subject to tax capture.

In accordance with this requirement, attached for your review is the fiscal year 2022 report for the Meridian Township Downtown Development Authority (“DDA”). In 2020 the DDA captured \$41,851.92. 2022 DDA expenditures totaled \$5,938.70, for streetlight removal and utility payments to Consumers Energy. It should be noted the Ingham County Drain office acquired four parcels out of the DDA and those parcels will be nontaxable moving forward.

The following motion is proposed for adoption:

**MOVE TO APPROVE THE 2022 DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL REPORT AND APPROVE DISSEMINATION TO THE PUBLIC, STATE TREASURY, AND REQUIRED TAXING JURISDICTIONS AS REQUIRED BY THE RECODIFIED TAX INCREMENT FINANCING ACT.**

**Attachments:**

1. 2022 Meridian Township Downtown Development Authority Annual Report





**To: Downtown Development Authority Members**  
**From: Neighborhoods & Economic Development Director Amber Clark**  
**Date: April 3, 2023**  
**RE: DDA Member Attendance Issue and Removal**

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### Summary

Meridian Township Board established the Downtown development Authority with the goal of creating a thriving downtown area. The 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 an improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.

The DDA body holds positions for 9 members of the community with a closely related tie to the downtown district, mainly as property holders, business owners or residents of the district. The DDA body adopted an attendance policy to support the Township staff with the management of the district through efficient governance of the body. Per the adopted attendance policy a DDA director may be removed of their voluntary service by the Township Supervisor after a majority vote of the DDA body. The DDA Chair will authorize a letter to be submitted to the Township Board and Supervisor requesting the removal of the director.

Pursuant to the DDA attendance policy:

*As determined this day, if any of the following conditions exist in regard to a board member's attendance, the body should consider the individual to have an attendance issue. To determine if the issue is enough to remove a board member, please see the below attendance requirement:*

- 1. A member has three un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).*
- 2. The member has four notified absences in a row.*
- 3. The member misses one third of the total number of board meetings in a twelve-month period.*

Director Spanos has not attended a DDA meeting in 2022 or 2023, and missed several in person meetings in 2021. Attached is a copy of the attendance record of Mr. Spanos in 2021 and 2022. A member of the DDA body attempted to reach out to Mr. Spanos for engagement and to determine if Director Spanos has a desire to continue to serve. Mr. Spanos would not reply comment or discuss the DDA.





**Motion: Move to recommend to the Meridian Township Board and Township Supervisor the removal of a DDA Director due to lack of adherence to the attendance policy. Submit a letter of recommendation to the Township Board.**

Attachments:

DDA Bylaws and Attendance Policy

Record of Attendance of DDA Members 2021 and 2022

**Bylaws  
of the Downtown Development Authority  
of the Charter Township of Meridian**

Article I – Name

The name of this authority is the Downtown Development Authority (DDA) of the Charter Township of Meridian.

Article II – Purpose

The purpose of the Downtown Development Authority is to act in accordance with the provisions of Act 197 of the Public Acts of 1975 as amended. The Authority shall have all the powers which now or hereafter may be conferred by law on authorities organized under this Act. The overall goal of the Authority is to undertake public improvements and other activities that have the greatest impact to halt the property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of such deterioration and to promote economic growth in and surrounding the Downtown Development Authority District.

Article III – Directors

Section 1. General Powers: The business and affairs of the Authority shall be managed by its Board except as otherwise provided by statute or by these bylaws.

Section 2. Replacement and Vacancies: Subsequent directors shall be appointed or reappointed in the same manner as original appointments at the expiration of each director's term of office. A director whose term of office has expired shall continue to hold office until a successor has been appointed.

Section 3. Removal: A director may be removed from office for cause by a majority vote of the legislative board of the Charter Township of Meridian with the consent of the Board of Directors. To execute the removal of a director from office, consult the Downtown Development Attendance Policy executed June 5, 2019.

Section 4. Conflict of Interest: A conflict of interest arises when a director has a business or financial interest in the outcome of a decision or action of the Authority; or if the director is engaged in, employed by, or provides services to an entity with a financial interest in the outcome; or if the director owns or has a financial interest in property immediately adjoining the subject property of a proposed project or development; or the director's spouse, child, parent or sibling has a business or financial interest in the outcome of a decision or action of the Authority, or is engaged in, employed by, or provides services to an entity with a financial interest in the outcome, or owns or has a financial interest in property immediately adjoining the subject property of a proposed project or development; or there is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining directors present at any meeting. A director who has a conflict of interest in any matter before the Authority shall disclose that interest prior to the Authority taking any action with respect to the matter. This disclosure shall become part of the record of the Board's official proceedings. Any director having a conflict of interest shall then refrain from participating in the Board's decision-making process relative to such matters. For the purposes of this section, property separated by roads, avenues, or streets are not considered immediately adjoining.

#### Article IV – Officers

Section 1. Officers: 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 also appoint a recording Secretary who need not be a member of the Board.

Section 2. Election and Terms of Office: The officers of the Board of Directors shall be elected annually by the Board. If the election of 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 term of which he/she is elected or appointed and until a successor is elected or appointed and qualified, or until his/her resignation or removal.

Section 3. Vacancies: A vacancy in any of the above mentioned offices because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board of Directors for the unexpired portion of the term of such office.

Section 4. 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.

Section 5. 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.

#### Article V – Meetings

Section 1. Annual Meeting: An annual meeting shall be held the first meeting in January at a time and place to be set by the Board of Directors. Election of officers shall occur at the annual meeting. If the election of officers does not occur at the annual meeting, the

Board of Directors shall cause the election to be held at a regular or special meeting of the Board within 90 days of the Annual Meeting.

Section 2. Regular Meetings: Regular meetings of the Board of Directors shall be held at a time and place to be set by the Board.

Section 3. Special Meetings: Special meetings of the Board of Directors may be called by Chairperson, by the Vice Chairperson in the absence of the Chairperson, or by any three members by giving twenty-four hours notice of the meeting stating the purpose of the meeting and by posting the notice eighteen hours prior to the meeting.

Section 4. Notice: Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 266 of the Public Acts of 1976)

Section 5 Quorum: A majority of the members of the Board in office shall constitute a quorum for the transaction of business. A vote of a majority of the members shall constitute the action of the Board unless the vote of a larger number is required by statute, or elsewhere in these rules. In the event that effective membership is reduced because of a conflict of interest, a majority of the remaining members eligible to vote shall constitute the action of the Board.

Section 6 Open and Closed Meetings: All regular and special meetings of the Board shall be open to the public. Closed meetings of the Board may be called for purposes listed in the Open Meetings Act 267 of the Public Acts of 1976 as amended if approved by the Authority.

Section 7. Status Reports: Periodic reports to the Township Board on the status of the activities of the Authority shall be made as necessary.

Article VI – Amending Bylaws

Section 1. Amendments: These bylaws may be altered or amended or repealed by the affirmative vote of the Board of Directors then in office at any regular meeting or at a special meeting called for that purpose.

Article VII – Indemnification

Section 1. Indemnification: Whenever any claim is made or any civil action is commenced against any officer or employee of the DDA, or injuries to person or property caused by negligence of the officer or employee which in the course of his/her employment, and while acting within the scope of the authority, the Board of Directors may, but is not required, to pay for legal services and also, for any judgment or compromised settlement of the claim.

ADOPTED:

YEAS: Chair Susan Fulk, Vice-Chair Renee Korrey, Supervisor Ron Styka, Members Peter Campbell, Bill Cawood, Will Randle, Jim Raynak, Scott Weaver

NAYS: None

ABSENT: Demetrios James Spanos

STATE OF MICHIGAN )

) ss

COUNTY OF INGHAM )

I, the duly authorized and acting Secretary of the Downtown Development Authority of the Charter Township of Meridian, hereby certify that the foregoing Bylaws were amended by the Board of Directors of the Downtown Development Authority of the Charter Township of Meridian on the 3rd day of June, 2019.

A handwritten signature in black ink, appearing to read "Robert A. ...", is written over a solid horizontal line.

It's Secretary

## **Attendance Policy Purpose**

This policy is intended to support full contribution of all board directors. The contributions of our volunteer advisory boards are the key to efficient governance, transparency and commitment to growing our prime community. The Charter Township of Meridian, Downtown Development Authority enact this policy today June 5, 2019(revised).

## **Board Attendance Issue Identification Process**

In order to remove a board member from service first an attendance problem must be identified by at least two directors of the DDA board. As determined this day, if any of the following conditions exist in regard to a board member's attendance, the body should consider the individual to have an attendance issue. To determine if the issue is enough to remove a board member, please see the below attendance requirement:

1. A member has three un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
2. The member has four notified absences in a row.
3. The member misses one third of the total number of board meetings in a twelve-month period.

## **DDA Board Response to a Board-Attendance Issue**

If a board-attendance problem is identified as indicated above, a member of the Executive Committee of the Board (Chair, Vice Chair or Secretary) or, their designee will promptly contact the member to discuss the problem. The member's response will promptly be shared by the Chair with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board director's future on the board. If the board decides to terminate the board member's directorship, termination will be conducted by the process specified in the Downtown Development Authority bylaws. The board will promptly initiate a process to begin recruiting a new board member.

## **DDA Board Member Removal Process**

The Board Chair will call the member with the board-attendance problem and notify him or her of the board's decision to terminate the member's directorship per the terms of the Board Attendance Policy. The Chair will request a letter of resignation from the member to be received within the next two weeks. The board will also submit a letter to the Township Supervisor, stating that a member has been identified with an attendance issue and request to remove that member from the DDA board.





**CHARTER TOWNSHIP OF MERIDIAN  
DOWNTOWN DEVELOPMENT AUTHORITY CONTACT LIST**

**2021**

Name	Jan 4	Feb 1	Mar 1	Apr 5	May 3	Jun 7	Jul 12	Aug 2	Sept 20	Oct 4	Nov 1	Dec 6
Renee Korrey	X	X	X		X	X	X	X	X	X		X
Susan Fulk	X	X	X		X	X	X	X	/	X		x
Peter Campbell	X	X	X		X	X	X	X	X	X		X
James Spanos	/	/	/		/	/	X	X	/	/		/
Ronald J. Styka	X	x	X		x	/	/	x	/	/		X
Bill Cawood	X	/	X		x	X	X	x	X	X		x
James Raynak	X	/	X		X	/	/	X	X	X		/
Scott Weaver	X	x	X		X	/	X	X	/	/		x

X= attended meeting

/= Did NOT attend meeting

= Meeting canceled

Special Meetings Called:

Name	August 25 <sup>th</sup>											
Renee Korrey	x											
Susan Fulk	X											
Peter Campbell	X											
James Spanos	X											
Ronald J. Styka	X											
Bill Cawood	X											
James Raynak	X											
Scott Weaver	X											



**CHARTER TOWNSHIP OF MERIDIAN**  
**DOWNTOWN DEVELOPMENT AUTHORITY CONTACT LIST**  
**2022**

Member Contacts (4 Year Terms)

Attendance (8 members, 5 required for Quorum)

X= PRESENT  
 N=ABSENT

Name	Jan 3 Lack Quorum	Feb 7	Mar 7	Apr 4	May 2 Canceled	Jun 6	Jul 11	Aug 1 Canceled	Sep 12 Lack Quorum	Oct 3 Lack Quorum	Nov 7	Dec 5
Renee Korrey	N	X	X	X	NA	N	X	NA	NA	NA		
Susan Fulk	X	N	X	X	NA	X	X	NA	NA	NA		
Peter Campbell	X	N	N	X	NA	N	X	NA	NA	NA		
James Spanos	N	N	N	N	NA	N	N	NA	NA	NA		
Patricia Herring Jackson	N	<u>X</u>	X	X	<u>NA</u>	X	X	<u>NA</u>	NA	NA		
Bill Cawood	N	<u>X</u>	X	X	<u>NA</u>	X	X	<u>NA</u>	NA	NA		
James Raynak	N	N	N	N	NA	N	N	NA	NA	NA		
Scott Weaver	N	X	N	N	NA	X	X	NA	NA	NA		
Thomas Stanko	X	X	X	X	NA	X	X	NA	NA	NA		

**Special Meetings Called:**



**CHARTER TOWNSHIP OF MERIDIAN**  
**DOWNTOWN DEVELOPMENT AUTHORITY CONTACT LIST**  
**2022**

<b>Name</b>													
Renee Korrey													
Susan Fulk													
Peter Campbell													
James Spanos													
Ronald J. Styka													
Bill Cawood													
James Raynak													
Scott Weaver													
Thomas Stanko													



**CHARTER TOWNSHIP OF MERIDIAN**  
**DOWNTOWN DEVELOPMENT AUTHORITY CONTACT LIST**  
**2022**

NQ    Q

Name	Jan 3	Feb 7	Mar 7	Apr 4	May 4	Jun 6	Jul 11	Aug 1	Sep 12	Oct 3	Nov 7	Dec 5
Renee Korrey	✓	✓	✓	✓		✓	✓					
Susan Fulk	✓	✓	✓	✓		✓	✓					
Peter Campbell	✓	✓	✓	✓		✓	✓					
James Spanos	✓	✓	✓	✓		✓	✓					
Pat Herring Jackson	✓	PJ →	✓	✓		✓	✓					
Bill Cawood	✓	✓	✓	✓		✓	✓					
James Raynak	✓	✓	✓	✓		✓	✓					
Scott Weaver	✓	SW	✓	✓		SW	✓					
Thomas Stanko	✓	✓	✓	✓		✓	✓					

NQ = NO QUORUM

Q
Q
Q
NQ

**Staff:**

Name	Phone	Email
Amber Clark	517.853.4568	Clark@meridian.mi.us
Michelle Prinz	517.853.4258	Prinz@meridian.mi.us
Manager Frank Walsh	517.853.4258	Walsh@meridian.mi.us