



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
CORRIDOR IMPROVEMENT AUTHORITY
April 17, 2024 6:00 pm
Central Fire Station-5000 Okemos Road

1. CALL MEETING TO ORDER
2. MISSION: The Corridor Improvement Authority of the Charter Township of Meridian is dedicated to establishing the Grand River Avenue corridor in Meridian Township as a prime business and recreation destination in the Tri-County region. The Authority is focused on creating programs and projects that invigorate the streetscape and build partnerships among corridor property owners, and residents.
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. February 21, 2024
5. PUBLIC COMMENTS
6. OLD BUSINESS
 - A. Corridor Improvement Authority Tax Increment Finance Discussion
7. NEW BUSINESS
 - A. 2024 RFQ Integrated Plan Design Search
 - B. 2024 CIA Bank election and Authorized Signers Resolution
8. DEVELOPMENT PROJECT REVIEW
 - A. Development Project Updates
9. MALL DEVELOPMENT
 - A. Meridian Mall Update
10. REPORTS
 - A. Township Board
 - B. Planning Commission
 - C. Chair
 - D. Staff
11. OPEN DISCUSSION/ BOARD COMMENTS
12. PUBLIC 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



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
CORRIDOR IMPROVEMENT AUTHORITY
April 17, 2024 6:00 pm
Central Fire Station-5000 Okemos Road

13. NEXT MEETING DATE

- A. Next Meeting Date: May 15, 2024 - 6:00pm

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.
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A PRIME COMMUNITY
meridian.mi.us

Providing a safe and welcoming, sustainable, prime community.

Charter Township of Meridian
Corridor Improvement Authority
5000 Okemos Road, Okemos, MI 48864
Wednesday, February 22, 2024– Minutes -DRAFT

Members

Present: Bruce Peffers, Chris Nugent, Chris Rigterink, Adam Hodges, and Barry Goetz

Members

Absent: Supervisor Patricia Herring Jackson

Others

Present: Neighborhoods & Economic Development Director Amber Clark, and Planning Commissioner Brandon Brooks

1. CALL MEETING TO ORDER

Chair Bruce Peffers called the meeting to order at 6:05 PM

2. **MISSION: READ BY CHAIR BRUCE PEFFERS** Set the standard in creating an entrepreneurial culture, be the example for revitalization of our business districts, and be the leaders in building sustainable public/private partnerships.

3. APPROVAL OF THE AGENDA

MOTION TO APPROVE THE AGENDA MADE BY MEMBER BARRY GOETZ. SUPPORTED BY MEMBER CHRIS RIGTERINK.

YAS: 4 ALL NAYS: 0 MOTION PASSES 5-0.

4. APPROVAL OF MINUTES

- a. November 15, 2023

MOTION TO APPROVE THE AGENDA MADE BY MEMBER BARRY GOETZ. SUPPORTED BY MEMBER CHRIS RIGTERINK.

YAS: 4 ALL NAYS: 0 MOTION PASSES 5-0.

5. PUBLIC REMARKS

- a. None

6. OLD BUSINESS

A. CORRIDOR IMPROVEMENT AUTHORITY TAX INCREMENT FINANCING DISCUSSION

Director Clark provided the CIA members with an update on the status of the tax jurisdiction request for the use of their future tax dollars for the TIF. Ingham County, Capital Area Transit Authority, Capital Region Airport Authority, and Meridian Township have all preliminarily said yes to participating in the TIF. LCC has requested information related to the success of the DDA and the draft Tax Share Agreements before they confirm their participation. To be reviewed by their finance committee, we must give them a draft agreement by March 1. The legal team for the Township is currently working on those drafts.

Members asked questions related to the final steps for approval. Director Clark responded that the State Tax Commission is the entity to say yes to the Township creating this tax incentive district. We've completed all the necessary work and submitted it to the STC in January. The Treasury Department during tax collection season will then begin to set aside or "capture" the appropriate funds from the parcels we selected. The CIA will need to create authorized signers, a budget, bank account, and other items to ensure we are working toward our development goals.

7. NEW BUSINESS

a. 2024 CORRIDOR IMPROVEMENT OFFICER ELECTION

MOTION BY MEMBER ADAM HODGES TO SUPPORT THE NOMINATION FOR THE CHAIR POSITION TO BE FILLED BY Bruce Peffers, THE VICE CHAIR POSITION TO BE FILLED BY Barry Goetz, AND THE NOMINATION FOR SECRETARY POSITION TO BE FILLED BY Supervisor Patricia Jackson FOR A ONE YEAR TERM. SUPPORTED BY MEMBER CHRIS RIGTERINK

YAS: 5 ALL NAYS: 0 MOTION PASSES 5-0.

b. 2024 CORRIDOR IMPROVEMENT AUTHORITY GOALS AND ACTION PLAN

Director Clark provided an overview of the goals that the Authority members could establish to ensure the efficient use of TIF funding, project review, and implementation. Though the goals are not listed order, the need to begin the pursuit of an integrated plan, including public comment, public outreach and the selection of a design consultant to create a vision of the improvements to the corridor. Members asked that the goal to begin the integrated plan is the path They want to begin on the creation of bank accounts.

MOTION BY MEMBER BARRY GOETZ TO APPROVE AND ADOPT THE 2024 ANNUAL GOALS FOR THE CORRIDOR IMPROVEMENT AUTHORITY. SUPPORTED BY MEMBER CHRIS NUGENT

YAS: 5 ALL NAYS: 0 MOTION PASSES 5-0.

8. DEVELOPMENT PROJECT REVIEW

- a. Director Clark provided the following update on the included development projects for February 2024:
- American House Meridian was granted a temporary certificate of occupancy to start to allow in tenants. There are a few other items that must be adhered to for a Complete certificate of occupancy. A public ribbon cutting for the site should occur In May.
 - Trader Joe's exterior work is underway! The community can expect to shop at the Location later this year.
 - Newton Point continues to push forward on the main multifamily building
 - Small business entities are steady to pursue commercial suites in the Township We will welcome these new tenants to the Township soon
 - MABA continues to meet at the Farm Lane MSUFCU with the intent to build the Build the association, provide more benefit and engagement opportunities for Members.

9. MERIDIAN MALL UPDATES

- Update provided by Member Adam Hodges
- Francesca's clothing has opened in Meridian Mall and Char's Jerk Chicken is open and great! Planet Fitness continues its expansion, and the mall receives several inquiries for the food court.

10. REPORTS

- a. Township Board- None
- b. Planning Commission- Commissioner Brooks provided the update that the Planning Commission reviewed a request for a drive thru at the Bank of America building on West Grand River near the Trader Joe's development. The Planning Commission approved the request, and the item will go to the Township Board.
- c. Chair- None
- d. Staff- Director Clark will begin to make the RFQ for the firm that will design and create the Integrated Plan. Next, she will pursue the items needed to set up our financial accounts.

11. OPEN DISCUSSION/BOARD COMMENTS

- a. None

11. PUBLIC REMARKS

- a. None

12. NEXT MEETING DATE

- Central Fire Station March 20, 2024, at 6:00 p.m.

13. ADJOURNMENT

**MOTION TO ADJOURN APPROVED BY VICE CHAIR BARRY GOETZ. SUPPORTED BY
MEMBER CHRIS NUGENT.**

Development Project Name	Review Category	Project Location	Project Type	Unit #
Tantay Cuisine	New Businesses Opening/ Relocating	2398 Jolly Road Suite 200	New Commercial Development	1
Planet Fitness	New Businesses Opening/ Relocating	1982 W. Grand River Ave	Existing Commercial Expansion	1
Char's Jerk Chicken	New Businesses Opening/ Relocating	1982 W. Grand River Ave	New Commercial Development	1
Moka & Co	New Businesses Opening/ Relocating	4830 Central Park Drive	New Commercial Development	1
Fry Nation	New Businesses Opening/ Relocating	1982 W. Grand River Ave	New Commercial Development	1

Development Project Name	Review Category	Project Location	Project Type	Unit #
American House Meridian	Under Construction	1673 Haslett Road Haslett MI	MUPUD Commercial + Residential	132
Elevation Apartments (Phase III)	Under Construction	2362 Jolly Oak Road Okemos MI	MUPUD Commercial + Residential	66 of 370
Newton Pointe	Under Construction	6276 Newton Rd Haslett MI	MUPUD Commercial + Residential	239
Commons Church	Under Construction	4720 Marsh Rd Okemos MI	Other	1

MSU -Lake Lansing Trail/Pathway (Phase 1)	Under Construction	Township Trail-Lake Lansing North - MSU	Public Park/Public Facility Improvement	N/A
Sierra Ridge(Phase IV)	Under Construction	Fresno Lane East Lansing MI	Single Family Homes	14 of 99
Hulett Road Estates	Under Construction	3560 Hulett Road Okemos MI	Single Family Homes	6
Copper Creek (Phase III & IV)	Under Construction	Haslett Road/Green Road Haslett MI	Single Family Homes	38 of 98
2755 Grand River	Under Construction	2755 Grand River Ave E.Lansing MI	New Commercial Development	1
Consumers Credit Union	Under Construction	2763 Grand River Ave East Lansing MI	New Commercial Development	1
Sanctuary III	Under Construction	North of Robbins Way - East of Hulett Rd Okemos MI	Single Family Homes	7
Development Project Name	Review Category	Project Location	Project Type	Unit #
Radmoor Montessori	Awaiting Plans	2745 Mt. Hope Rd Okemos MI	Existing Commercial Expansion	1

Haslett Village Square 2.0	Under Site Plan Review	1655-1621 Haslett Road Haslett MI	MUPUD Commercial + Residential	290
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Development Project Name	Review Category	Project Location	Project Type	Unit #
Pins and Pints	Under Site Plan Review	2120 E. Saginaw Hwy East Lansing MI	Existing Commercial Expansion	1
Tidal Wave Auto Spa	Under Site Plan Review	4880 Marsh Road Okemos MI	New Commercial Development	1
Grand Reserve	Under Site Plan Review	Central Park Drive and Powell Road Okemos MI	Mixed Housing - Middle Housing	115
Schultz Veterinary Clinic	Under Site Plan Review	2806 Bennett Road Okemos MI	Building Expansion	1
Silverleaf (Phase I)	Under Site Plan Review	West Bennett Road	Single Family Homes	25 of 150
Herbana	New Applications	2119 Haslett Road Suite A Haslett MI	Marihuana Dispensary	1

Village of Okemos	Under Site Plan Review	4668 Ardmore Road Okemos MI	New Commercial Development	206
Knob Hill	Under Site Plan Review	2300 Knob Hill Drive Okemos MI	Other	41
Lake Court Development	New Applications	Lake Court Drive Haslett MI	Multi-Unit Housing	8
Barbershop Expansion	New Applications	2421 Hamilton Road	New Commercial Development	1



To: Corridor Improvement Authority
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 17, 2024
RE: Corridor Improvement Authority Tax Increment Finance Discussion

2023 The CIA and Township Board began the process to review the feasibility to establishing a Tax Increment Finance Plan for the CIA District. The Township Board held a public hearing last week, November 9, to allow for public comment for or against the TIF district. Several property owners of the TIF district support the establishment of a financing mechanism that can support:

- Infrastructure Financing - Marketing & Promotion
- Broadband Improvements - Gap financing
- Demolition - Planning and Design
- Streetscape Improvements - Façade Improvements
- Site Preparation
- Environmental Activities

Our vision for the corridor is:

- A. A walkable commercial corridor
- B. Thriving commercial small and large business
- C. Mixed used development with residential as a component of development
- D. Enhanced options for Non-motorized access

The Township Board at the November 9th Public meeting, approved the authorization of TIF for the CIA to begin January 1, 2024. After the required 60 day waiting period the Township Clerk was authorized to sign the resolution enacting the CIA TIF in Meridian Township. The resolution was signed December 27, 2023. The base year of the CIA TIF is 2023, all completed projects after this date will contribute to the capture of the district.

Tuesday January 9th the complete Tax Increment Financing plan was submitted to the State Treasury department for their review of our established TIF and recording of the capture district. We expect to get an approval from the Treasury department now that the item is fully recorded with the State.

The November CATA Board meeting authorized their participation in the Meridian Township CIA TIF capture. This is the second entity to agree fully to participate, excluding the Township. We have two other tax jurisdictions we hope to participate to ensure a strong capture. Director Clark will complete her discussions with these organizations to finalize our capture plan.



To: Corridor Improvement Authority
From: Amber Clark Director Neighborhoods & Economic Development
Date: April 17, 2024
Re: 2024 Corridor Improvement Authority RFQ Integrated Plan Design

The CIA body passed a selection of goals in 2024 to align the progress of the newly approved TIF to direct investment in the district. The first goal aligns perfectly with our initiative and the selection of Planning and Design expert to provide us with an Integrate Plan is underway. The attached is a Draft RFQ requesting services of professional planners to help us envision and create a new space along the Grand River Corridor.

Your consideration and concurrence is appreciated.

Director Clark

MOTION: Approve the attached RFQ for Integrated Plan design for the Corridor Improvement District.



Corridor Improvement Authority 2021 Goals

1. Strive to increase business relationship with corridor business owners through improved communications and outreach
2. Support corridor improvements and development projects that support the financial strength of Meridian Township and the region.
3. Promote and support smart growth on the corridor; including infill development and discouraging sprawling development
4. Foster a stronger relationship with Meridian Mall owners/developers
5. Strive and promote ways for Grand River to become a more walkable commercial corridor with easy and efficient ways for motorists, cyclists and pedestrians can traverse M-43

**Corridor Improvement Authority of Meridian Township
Request for Quotation**

**Planning Services to Prepare an
Integrated Urban Design, Land Use
And Transportation Plan
("Integrated Development Plan")**

The Corridor Improvement Authority of Meridian Township seeks the services of a consultant to assist in preparing an Integrated Urban Design, Land Use and Transportation Plan to provide strategic guidance on the development of the Grand River Avenue corridor within Meridian Township.

INTRODUCTION

Meridian Township is located east of Lansing, the State Capital, and is immediately adjacent to East Lansing, home of Michigan State University, and is part of the Lansing Metropolitan Area. The Corridor Improvement Authority Board (CIA) and the Meridian Township Planning Commission are seeking comprehensive planning services necessary in the preparation of an integrated plan for the area along Grand River Avenue from East Brookfield Drive in East Lansing (West) to Cornell Road in Okemos (East). This stretch of Grand River Avenue is a major commercial and retail hub for Meridian Township, including the Meridian Mall and close proximity to the Meridian Township Municipal Complex and numerous Township parks.

Responses to this RFQ shall be made by a firm or a team of firms and specialists, in the field of planning, having an in-house or sub-contracted professional staff of multiple disciplines necessary to support an Integrated Development Plan, including but not limited to, planning, architecture, urban design, civil engineering, traffic, pedestrian and parking services and such other capabilities or services as may be necessary or useful to prepare an Integrated Development Plan.

DESCRIPTION OF THE PROJECT OR PROGRAM

In 2017, the Meridian Township Board, through the support of the community, established the Corridor Improvement Authority, along our most active business district, Grand River Avenue. Post COVID-19, the Meridian CIA now has a TIF Plan in place to begin planning and investing in the future of the district. This includes Meridian Mall, through our collaborative partnership with the property owners to grant the site a new life. The Meridian Township CIA seeks an expert to plan, create and produce an Integrated Development Plan through urban design, land use and transportation planning. The Integrated Development Plan will contain the following:

1. A Public Participation Plan and Notification of interested parties regarding the Plan design. This should include at least two public meetings at a disclosed location to allow for public input.
2. Guided assistance to CIA body and public to determine appropriate land uses and improved traffic, parking and public transportation, public utilities, recreational and community facilities and other public improvements along Grand River Avenue from E. Brookfield Drive to Cornell Road;
3. Design of public improvements within and adjacent to the public road rights-of-way to address pedestrian safety, convenience and aesthetics;
4. Proposed land uses and building architectural theme requirements in the project area;
5. Proposed enhanced land use for the approx. 84 acres of Meridian Mall and Central Park Drive area;
6. Any significant relationship of the Integrated Development Plan to the Master Plan.

The selected consultant will work with the Community Planning & Development and the Corridor Improvement Authority staff to develop an Integrated Development Plan. When completed, this will be presented to the Meridian Township Planning Commission and to the Corridor Improvement Authority Board for review.

DESCRIPTION OF SERVICE REQUIRED

Project Management, Coordination and Communication – In addition to the specific services detailed below, the consultant shall coordinate with the Township the documented scope of services, participate in team conference calls, and provide timely reporting of project progress. The Corridor Improvement Authority and Community Planning & Development staff will coordinate communication with the consultant, help provide some of the inventory information, coordinate links with the Master Plan, review draft materials prepared by the consultant and distribute draft materials to the board, commissions and stakeholders providing review.

Data Collection and Project Mapping – The selected consultant will work with the Township from the existing aerial and base maps for this planning initiative. Along with the maps, the Township will provide the consultant with existing average daily traffic volumes for the major cross streets within the study area.

Stakeholders Input – The consultant will meet with key stakeholders in the study area and the community to identify the area's opportunities and challenges. Stakeholders will be identified and invited for a scheduled meeting by the Township.

Work Session for Community Boards and Commissions – Consultant will facilitate a 2-hour work session with key Meridian Township officials and staff that will outline the public engagement, technical approach and implementation strategies of an Integrated Development Plan for the Okemos CIA.

Products – At the end of the development of the Integrated Development Plan, the following products will have been produced:

1. Draft and final Integrated Development Plan Vision Statement
2. Draft and final Integrated Development Plan Goals, Objectives and Policies
3. The final version will be supplied to the Township in camera-ready hard copy and in **Microsoft Word format, PDF and CD.**
4. A poster of the Integrated Development Plan of the designed public improvements

TIME FRAME

The project is expected to take six months to complete.

QUOTATION CONTENT

All quotations shall contain at a minimum the following:

1. Executive Summary containing a brief description of your project development approach.
2. Qualifications of the firm including the extent of experience, number of employees, experience with similar projects, and previous clients with contact information.
3. Biographical sketches and background information of proposed project personnel including education, work experience, experience with similar projects, time with the organization, and experience with projects of similar scope.
4. A detailed description of the proposed methodology, including the estimated time for completing the plan and any subcontracted services, contract milestones, deliverables, and delivery methods.
5. Detailed cost estimate to provide the required services including method of charging, hourly personnel rates, estimated reimbursable expenses, overhead and profit factor and cost of subcontracted services, terms and conditions.
6. Two examples of similar projects completed within the past five years including the name, address, and phone number of contact person(s).

SUBMISSION OF QUOTATIONS

Please submit quotation no later than 3:00 p.m. on Friday, May 31, 2024 to:

Amber Clark
Neighborhoods & Economic Development Director
Charter Township of Meridian
5151 Marsh Road
Okemos, MI 48864-1198

The quotation must be enclosed in a sealed envelope clearly marked “**Quotation for Consultant Services – Okemos CIA,**” and include the name and address of the submitting firm or individuals.

EVALUATION OF QUOTATIONS

Quotations shall be evaluated with the objective of getting the best quality service at the lowest cost to the Township. Representatives of the Meridian Township Department of Community Planning & Development and Meridian Township Corridor Improvement Authority will evaluate all quotations. One (1) or more respondents may be selected for a presentation and interview not to exceed thirty (30) minutes each. Upon recommendation by the Neighborhoods & Economic Development Director, the Corridor Improvement Authority Board will make the final decision on which consultant (if any) is chosen. Details of the final scope of services will be negotiated between the chosen consultant (if any) and the CIA Board.

Selection from among the quotations for interview and contract award shall be made among the prospective consultant deemed to be fully qualified and best suited among those submitting quotations on the basis of rating performed in conformance with the evaluation factors set forth as follows:

1. The Quotation is easily understood
2. The Quotation is relevant to the Township’s project
3. Activities are specific
4. Deliverables are stated
5. Time frames are specific and acceptable
6. References have been provided as requested
7. References have been checked and are acceptable
8. Length of time providing the type of service requested
9. Number of professionals on staff
10. Qualifications of the firm and staff to be assigned to the project
11. The cost

The Township reserves the right to reject any and all quotations, to accept any quotation, and to waive formalities in the interest of the Township. Questions

related to the request for quotations may be directed to Amber Clark, Neighborhoods & Economic Development Director, at (517) 853-4568.



To: Corridor Improvement Authority

From: Amber Clark Director Neighborhoods & Economic Development

Date: April 17, 2024

Re: Financial Signer Resolution

Authorization for the CIA body to create bank account with Comerica bank, a bank in the Corridor Improvement District and represented by a member of the CIA body. Comerica bank will act in accordance to the policies and bylaws the CIA body will adopt and authorize. The intent of this financial authorization is to grant powers to specific persons that will be permitted to authorize funds.

MOTION: Move to adopt the attached resolution that authorizes CIA Chair, Vice Chair and Secretary with financial powers to sign documents.

RESOLUTION
CORRIDOR IMPROVEMENT AUTHORITY OF THE CHARTER TOWNSHIP OF MERIDIAN
TO OPEN/CHANGE SIGNATURE CARDS ON A MERIDIAN CORRIDOR IMPROVEMENT
AUTHORITY ACCOUNT

At a regular meeting of the Corridor Improvement Authority of the Charter Township of Meridian, Ingham County, Michigan, held at the Central Fire Station Community Room, in said Township on the ____ day of May, 2024 at 7:30 a.m., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by Board Member _____ and supported by Member _____.

RESOLVED, Comerica, ("Bank") is hereby designated a depository of the Corridor Improvement Authority of the Charter Township of Meridian (Meridian CIA), and funds deposited therein may be withdrawn upon checks or other instruments of Meridian CIA.

RESOLVED FURTHER, all checks, drafts, notes, withdrawals or orders drawn against said funds shall be signed by either of the following: _____ current Meridian CIA Chair, _____ current Vice-Chair, and Supervisor Patricia Herring Jackson, Meridian CIA Secretary and Township Supervisor.

RESOLVED FURTHER, either of the following may issue written instructions to the Bank for the purchase of investments: Bruce Peffers current Meridian CIA Chair or Barry Goetz current Vice-Chair.

RESOLVED FURTHER, the Bank is hereby authorized and directed to honor any withdrawals and to pay any checks and other instruments drawn against said funds, to the order of any two of the above named officials signing and/or countersigning such instruments.

Corridor Improvement Authority
of the Charter Township of
Meridian Resolution to Open an
Account/Change Signature Cards

RESOLVED FURTHER, the above designated officers are hereby authorized to execute, on behalf of the Meridian CIA, signature cards, or other documents, containing the rules and regulations of the Bank and the conditions under which deposits are accepted, and to agree on behalf of the Meridian CIA to those rules, regulations, and conditions as amended.

RESOLVED FURTHER, the Township Clerk shall certify to the Bank the names, of those holding the offices or positions listed above and shall thereafter as changes in those offices may occur, immediately certify to the Bank a revised list of officers who are authorized to act in accordance with this resolution. Bank may rely on such certifications and shall be indemnified by the Meridian CIA from and against any claims, expenses, or losses resulting from honoring the signature of any officer so certified, or from refusing to honor any signature not so certified. These resolutions shall remain in force until written notice to the contrary shall have been received by the Bank, but receipt of such notice shall not affect any prior action taken by the Bank in reliance on this resolution or any certification made in connection herewith.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)
) SS
COUNTY OF INGHAM)

I, the duly qualified Chairperson of the Corridor Improvement Authority of the Charter Township of Meridian, Ingham County, Michigan, DO HERBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Corridor Improvement Authority of the Charter Township of Meridian held on the ____ th day of _____, 2024.

Corridor Improvement Authority
of the Charter Township of
Meridian Resolution to Open an
Account/Change Signature Cards
on Meridian CIA accounts