



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
Downtown Development Authority  
January 6, 2025 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 4, 2024 MEETING MINUTES
6. COMMUNICATIONS
7. PUBLIC REMARKS
8. FINANCIAL REPORT
  - A. Monthly Financial November 2024
9. AUTHORIZATION OF PAYMENTS
  - A. Consumers Energy Bill December 2024
  - B. Consumers Energy Bill November 2024
10. OLD BUSINESS
  - A. Downtown Development Authority Logo Update
11. NEW BUSINESS
  - A. Match on Main 2025 Participation
  - B. 2025 Officer Election
12. OPEN DISCUSSION/BOARD COMMENTS
  - A. Development Project List
13. PUBLIC REMARKS
14. NEXT MEETING DATE
  - A. February 3, 2025 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:  
Interim Township Manager Timothy Schmitt, 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)  
Central Fire Station, 5151 Marsh Road, Okemos, MI 48864  
Monday, November 4, 2024 – Minutes

**Members**

**Present:** Bill Cawood, Renee Korrey, Angela Wright, Tom Stanko, and Peter Campbell

**Members**

**Absent:** Supervisor Hendrickson, Don Romain and Ron Sdao

**Staff**

**Present:** Neighborhoods & Economic Development Director Amber Clark, Township Treasurer Phil Deschaine and Executive Assistant Michelle Prinz

**Others**

**Present:** None

1. CALL MEETING TO ORDER

Chair Stanko called the meeting to order and read the mission statement at 7:31 am.

2. APPROVAL OF THE AGENDA

**MOTION BY MEMBER KORREY TO APPROVE THE AGENDA. SUPPORTED BY MEMBER CAWOOD.  
MOTION APPROVED 5-0.**

3. APPROVAL MEETING MINUTES OF SEPTEMBER 9, 2024

**MOTION BY MEMBER KORREY TO APPROVE THE MINUTES. SUPPORTED BY MEMBER CAMPBELL.  
MOTION APPROVED 5-0.**

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financial Report

Director Clark shared the Independent Bank August finance statement. The finances were placed on file.

Discussion regarding reviewing the DDA Budget at the next meeting and considering moving some of the \$60,000 cash balance to the CD. Director Clark will follow up with Interim Manager Schmitt for bank signature update.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill October 2024

**MOTION BY MEMBER CAWOOD TO APPROVE THE PAYMENT OF \$96.00 FOR THE SEPTEMBER 2024 AND \$104.48 FOR THE OCTOBER 2024 CONSUMERS ENERGY BILLS. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 5-0.**

7. NEW BUSINESS

A. 2025 DDA Calendar Meeting Dates

Director Clark shared a proposed meeting schedule for 2025.

**MOTION BY MEMBER CAMPBELL TO APPROVE THE 2025 MEETING SCHEDULE FOR THE DOWNTOWN DEVELOPMENT AUTHORITY OF MERIDIAN TOWNSHIP AS PROPOSED. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 5-0.**

8. OLD BUSINESS

A. Evergreen Veterinary Clinic FIP Grant Reimbursement Request

Director Clark stated the approved exterior façade improvements at Evergreen Veterinary Clinic located at 4737 Marsh Road are complete. They have submitted their invoices for the concrete, landscaping and signage work.

**MOTION BY MEMBER KORREY TO APPROVE THE ATTACHED FAÇADE IMPROVEMENT GRANT REIMBURSEMENT FOR ELIGIBLE ACTIVITIES CONDUCTED AT EVERGREEN VETERINARIAN CLINIC FOR A FULL REIMBURSEMENT OF THE PROJECT, NOT TO EXCEED \$15,285.89. SUPPORTED BY MEMBER CAMPBELL. MOTION APPROVED 5-0.**

B. Annual DDA Training Discussion

Member Wright and Chair Stanko reviewed the article they were assigned entitled New Life for Downtowns as Innovation Districts. There was discussion around the following question: How can we reimagine and recreate what our downtown looks like? Discussion included working with our neighbors at MSU, DDA owning property, collaborations, developing a tech hub and including some parcels for industrial zoning, and development of the Senior Center downtown.

9. REPORTS

A. Clock Installation Update for Requested Use of DDA Electrical at 2160 Hamilton Road

Director Clark stated that the clock installation was in the right of way and the road department will not approve the project. She referred Mr. Turnwald to the Façade Improvement Program and let him know the project would need to take place on his property rather than in the right of way.

B. Development Project Updates

Director Clark mentioned the old Hydroponics building has sold. Meijer is working on some potential updates to their gas station.

10. OPEN DISCUSSION/BOARD COMMENTS

None.

11. PUBLIC REMARKS

Treasurer Deschaine stated that Amy Cell Talent has brought forward 11 finalists for the Township Manager position and the Board will interview the final 4 candidates on Tuesday, December 3<sup>rd</sup>.

12. NEXT MEETING DATE

a. December 2, 2024, 7:30am-Township Municipal Building, Town Hall Room, 5151 Marsh Road.

13. ADJOURNMENT

The meeting was adjourned at 8:26 am without objection.

**Meridian Twp DDA**  
**Preliminary Financial Statements**  
**Period Ending 11/30/2024 - UNAUDITED**

**BALANCE SHEET**

Year to Date

ASSETS	Year to Date
Cash	\$78,333.82
Certificates of Deposit	\$132,127.30
Due from General Fund	\$0.00
Taxes Receivable	\$0.00
Accounts Receivable	\$0.00
Prepaid Expense	\$0.00
<b>TOTAL ASSETS</b>	<u><u>\$210,461.12</u></u>
LIABILITIES	Year to Date
Accrued Interest Payable	\$0.00
Due to General Fund	\$0.00
Accounts Payable	\$0.00
Unearned Revenue	\$0.00
Deferred Inflows of Revenue	\$0.00
LT Note Payable	\$0.00
<b>TOTAL LIABILITIES</b>	<u><u>\$0.00</u></u>
FUND BALANCE	Year to Date
Fund Balance 11/30/2024	\$160,048.17
2024 YTD Net Income	\$50,412.95
<b>TOTAL FUND BALANCE</b>	<u><u>\$210,461.12</u></u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>\$210,461.12</u></u>

**INCOME STATEMENT**

REVENUES	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Year to Date</u>
Tax Capture	\$879.63	\$0.00	\$0.00	\$17,847.74	\$0.00	\$51,617.90
Grants						\$0.00
DDA Downtown Events/Donations						\$0.00
Interest						\$0.00
Investment Gain/Losses						\$0.00
<b>TOTAL REVENUE</b>	<u>\$879.63</u>	<u>\$0.00</u>	<u>\$0.00</u>			<u>\$51,617.90</u>
EXPENDITURES						
Operating Costs	\$97.28	\$96.00	\$0.00	\$104.48	\$104.87	\$1,204.95
Professional Consultant/Contractual Services						\$0.00
Community Projects						\$0.00
Communications						\$0.00
Conferences						\$0.00
Grant Expenditures (Match on Main)						\$0.00
Tax Appeal Refunds						\$0.00
Construction/Improvements						\$0.00
<b>TOTAL EXPENDITURES</b>	<u>\$97.28</u>	<u>\$96.00</u>	<u>\$0.00</u>			<u>\$1,204.95</u>
<b>2024 Net Income</b>	<u>\$782.35</u>	<u>(\$96.00)</u>	<u>\$0.00</u>			<u>\$50,412.95</u>



230 W Main St  
Ionia, MI 48846

# Statement Ending 11/30/2024

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXXXX5474

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

## Managing Your Accounts

Okemos

800.355.0641

IndependentBank.com

We are providing the following information to clarify verbiage which previously appeared in Independent Bank's Deposit Account Agreement and Overdraft Privilege Disclosure. If you have questions regarding your account or any of the information below, please contact our Customer Experience Hub at 800.355.0641, Monday-Friday 8 am-8 pm and Saturday 8 am-5 pm (ET).

**Deposit Account Agreement.** We use an available balance to determine if we pay a debit or item and we use an actual (ledger) balance to assess fees. The **actual (ledger) balance** method calculates your account balance only based on transactions that have settled, and it does not reflect pending transactions, or checks, if applicable, that have not posted to your account.

**Overdraft Privilege Disclosure and Truth in Savings.** When authorization is provided to a merchant, we may reserve or place a hold on your available balance, typically for **up to seven calendar** days or until the transaction posts to your account, for the amount of the requested authorization. There may be delays of several days between the date of the authorization and the date the transaction is presented for payment. The transaction may post to your account after the authorization hold has expired, which could potentially result in an overdraft, even if you are opted out of ATM and one-time debits. Funds authorizations are based on the available balance at the time the transaction is authorized and Fee assessments (including Non-Sufficient Fund charges) are based on the actual (ledger) balance at the time a transaction posts to your account. Holds on funds may also impact funds availability.

It's open enrollment season! Independent Bank offers FREE health savings accounts (HSAs) for both individuals and businesses. Pay for qualified medical expenses with tax-free distributions from your HSA. There is no minimum balance, service fees, or transaction fees. The account is interest-bearing, and the funds are permanent and portable, so you can take them with you even if you change jobs. Plus, the account comes with a free debit card for easy access to your funds. Learn more at [IndependentBank.com/personal/savings](http://IndependentBank.com/personal/savings). Please consult your tax advisor for additional information.

## Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXXX5474	\$78,333.82

## Business Freedom Checking - XXXXXXXX5474

### Account Summary

Date	Description	Amount
11/01/2024	Beginning Balance	\$78,438.69
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$104.87
11/30/2024	Ending Balance	\$78,333.82



**Business Freedom Checking - XXXXXXX5474 (continued)**

**Other Debits**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/04/2024	External Withdrawal CONSUMERS ENERGY DIRECT DEBITING - ENERGYBILL	\$104.87

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
11/01/2024	\$78,438.69	11/04/2024	\$78,333.82



## Consumers Energy: Bill Ready

From Consumers Energy <noreply@alerts.consumersenergy.com>

Date Fri 10/11/2024 1:58 PM

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



LOG IN BUTTON LOG IN

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

## Your Consumers Energy Bill Is Available

Amount Due

# \$104.87

Due Date: November 1, 2024

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

[View the Latest News, Safety and Service Guides.](#)

### October Energy Usage

Click below to access your energy dashboard

[Electric Usage Graph](#)

[Consumers Promotional Image](#)

[Terms & Conditions](#)



## Consumers Energy: Bill Ready

From Consumers Energy <noreply@alerts.consumersenergy.com>

Date Wed 11/13/2024 2:00 PM

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



LOG IN BUTTON LOG IN

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

## Your Consumers Energy Bill Is Available

Amount Due

# \$126.33

Due Date: December 4, 2024

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

[View the Latest News, Safety and Service Guides.](#)

### November Energy Usage

Click below to access your energy dashboard

[Electric Usage Graph](#)

[Consumers Promotional Image](#)

[Terms & Conditions](#)



**To: Downtown Development Authority Members**  
**From: Neighborhoods & Economic Development Director Amber Clark**  
**Date: January 6, 2025**  
**RE: DDA Logo Update**

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Last year the DDA began working on an initiative to replace the DDA Welcome to Downtown Okemos sign, a finishing touch to the district with the Okemos bridge improvement. As hope for continued development in the downtown area continues, the DDA has elected to select a new logo to represent the Authority and the District.

Allegra Printing has been working with staff and Member Sdao to come up with a final version that meets the general desire of the DDA. The updated logos are included.

The Downtown Development Authority may consider the following motion:

MOTION: Move to approve and accept the final updated DDA Logo

Attachments:

Meridian Township DDA Logo Sketch

1 Memo DDA Logo  
Jan 2025



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A



B



C

DOWNTOWN



OKEMOS

D

DOWNTOWN



OKEMOS



**To: Downtown Development Authority Members**  
**From: Neighborhoods & Economic Development Director Amber Clark**  
**Date: January 6, 2025**  
**RE: Match on Main MEDC Reimbursement Program**

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The DDA in 2022 participated with the State of Michigan through the Michigan Economic Development Corporation's (MEDC) "Match on Main" program which provides a grant of up to \$25,000 with a 10% match for an improvement project in a Downtown or "Main Street Michigan" district. An eligible brick and mortar business can apply to the DDA to match the required \$2500 in support of marketing, site improvements, market research, design, or other economically vital improvements that increase the tax based of the business and or site. To be included as an eligible community, you must be a Select or Master Level Michigan Main Street Community or Essentials Certified in the Redevelopment Ready Communities Program. Through the direction of Director Clark, the Township has recertified as an RRC Community.

2022 Douglas J, while awaiting to join the potential redevelopment of the "Village of Okemos" determined that the Match on Main program would suit the needs of their exterior site improvements. Douglas J applied to the Meridian Township DDA in 2022 with a proposal to make exterior site improvements. The DDA then took the approved application for Douglas J to MEDC with our support of \$2500 in matching funds. MEDC approved the DDA's first Match on Main reimbursement to Douglas J, with funds being issued in 2023.

[MEDC has recently announced updates to the Match on Main program for 2025.](#) There will be only one Match on Main selection round in 2025. In previous years there have been two opportunities per year. In 2025 the active Michigan Mainstreet/RRC Communities will be able to submit for projects to be reimbursed up to \$25,000. At this time we do not have any applicants for the 2025 Match on Main year. We are looking for potential candidates and would encourage DDA members or property owners to apply.

Program Timeline:  
November 2024 Announcement  
January 20 2025 Program opens  
Monday April 7 Application Program Closes  
June 28<sup>th</sup> Selected Applicants are announced

1 Memo Match on Main  
Jan 2025



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## MATCH ON MAIN (FY25)

### Appendix F: Timeline

**Program Announcement – November 2024**

Match on Main Program documents will be available on the [www.miplace.org](http://www.miplace.org) website

**Application Window Opens – Monday, January 20, 2025**

Local applicants complete their online application at [www.miplace.org](http://www.miplace.org) website. At this time, applicants will select which business they are submitting their application on behalf of.

**Application Window Closes – Monday, April 7, 2025**

Local applicants must have their application completed and submitted with required attachments via the [www.miplace.org](http://www.miplace.org) website before 5pm.

**Awardees Announced – Thursday, June 28, 2025**

Applicants will be notified of the status of their grant applications

**Grant Agreements Executed – September 2025**

Grant agreements will be processed and sent to grantees following a successful background review.

(Dates subject to change)



**To: Downtown Development Authority Members**  
**From: Neighborhoods & Economic Development Director Amber Clark**  
**Date: January 6, 2025**  
**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

Angela Wright - Vice Chair

Peter Campbell Secretary

**Recommendation:**

Motion to approve the elected officers for Chairperson, Vice Chair Person, Treasury/Secretary for 2025.

**Businesses New & Relocating**

Date of Approval	Start Year	Developer Name	Development Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/C ommission	Project Description
4.16.2024	2024	SANDDS	JARS	New Business Opening/ Relocating	3520 Okemos Road	New Commercial Development	1	Township Board	SUP for a new Recreational Marihuana dispensary. New coffee shop on Grand River hoping to open in September
	2024	Tarek Chawish	Chateau Coffee Co.	New Business Opening/ Relocating	2361 W Grand River Ave	New Commercial Development	1	Building Dept.	New retail resale shop, consignment shop in Hannah Plaza
	2024	Cameron shooltz	Uptowne Cheapstake	New Business Opening/ Relocating	4790 Hagadorn Road	New Commercial Development	1	Building Dept.	New business - waiting for permit applications
	6.7.2024	Local Epicurean Mid Michigan	Local Epicurean	New Business Opening/ Relocating	2843 E Grand River Ave	New Commercial Development	1	Building Dept.	New business approved to commence with building. permit
	2024	Eyde Development Company	I Heart Mac & Cheese	Opening Soon! C of O completed	4790 S. Hagadorn Road Suite 158	New Commercial Development	1	Building Dept.	Ribbon Cutting Planned for March 2025
	5.30.2024	Martin Commercial Properties	ACE Hardware	Open C of O completed	3544 Meridian Crossing Drive	New Commercial Development	1	Building Dept.	Mixed-Use residential development and mixture of single famil
2/24/2022	2022	Newton LLC/DTN Mngmt	Newton Pointe	C of O for all Units Granted in 100 Unit Building	6276 Newton Rd Haslett MI	MUPUD Commercial + Residential	Remaining Units	Building Dept.	

**Under Construction**

Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/C ommission	Project Description
4.16.2024	2024	Haslett Gallery	Herbana	Under Construction	2119 Haslett Road Suite A Haslett MI	Marihuana Dispensary	1	Community Planning Dept.	SUP for a new Recreational Marihuana dispensary. Mixed-Use residential development and mixture of First approved in the early 2000's, final single family First phase of 150 single family home development. Approved by the Planning Commission for the substation 75 single family homes and 75 duplexes for rent off of New applications received for an update exterior
2/24/2022	2022	Newton LLC/DTN Mngmt	Newton Pointe	Under Construction	6276 Newton Rd Haslett MI	MUPUD Commercial + Residential	Remaining Units	Building Dept.	
	2023	G.S Fedewa Builders, Inc.	Sierra Ridge(Phase IV)	Under Construction	Fresno Lane East Lansing MI	Single Family Homes	14 of 99	Building Dept.	
2/28/2022	2024	Bennett Road Holding, LLC	Silverleaf (Phase I)	Under Construction	West Bennett Road	Single Family Homes	25 of 150	Building Dept.	
	7.30.024	Consumers Energy	Lake Lansing Road Substation	Under Construction		Public Park/Public Facility	1	Building Dept.	
2023	2024	Newman Equities II , LLC	Grand Reserve	Under Construction	1580 Woodland Way Okemos	Mixed Housing - Middle Housing	115	Building Dept.	
	7.3.2024	Emily Dawson	All Grand Events	Under Construction Final C of O soon	2233 W Grand River Ave	Existing Commercial Expansion	1	Building Dept.	

3.16.2024	Naill Chawish	Chtoura Grill LLC	Under Construction	4790 S Hagadorn Road #164	New Commercial Development	1	Building Dept.	new grill and restuarant in hagadorn plaza.
5.20.2023	Schulers	Schulers Bookstore	Under Construction	1982 W Grand River Ave Swap with Bed Bath and Beyond Suite	Existing Commercial Expansion	1	Building Dept.	Schuler's bookstore took an opportunity to expand and will vacate their existinq location
11.12.24	Delta Dental of Michigan	Delta Dental	Under Site Plan Review	4100 Okemos Road	Exisiting Commercial Interior Renovation	1	Building Dept.	New Application received

Under Site Plan Review

Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/C ommission	Project Description
7/26/2022	2024	SP Holding, LLC	Haslett Village Square 2.0	Under Site Plan Review	1655-1621 Haslett Road Haslett MI	MUPUD Commercial + Residential New	290		Redevelopment of the remaining 19 acres at Haslett and
	8.20.2024	N/A	Panda Express	-----	4990 Marsh Road	Commercial Development New	1	Community Planning Dept.	New Application received
	11.19.24	Meridian Retail Management II LLC	2731 Grand River Demo	New Demo Applications	2731 E Grand River	Commercial Development	1	Building Dept.	New Application received
	11.12.24	Delta Dental of Michigan	Delta Dental	Under Site Plan Review	4100 Okemos Road	Exisiting Commercial Interior Renovation	1	Building Dept.	New Application received