



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
February 2, 2026 7:30AM
5151 Marsh Road, Okemos, MI
Meridian Township – Township Hall



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 – DECEMBER 2, 2025 MEETING MINUTES
6. COMMUNICATIONS
7. PUBLIC REMARKS
8. MONTHLY FINANCIAL STATEMENTS
9. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill December 2025
10. OLD BUSINESS
 - A. West Hamilton and Okemos Subcommittee Next Meeting
11. NEW BUSINESS
 - A. 2025 Officer Election
 - B. Authorization of Payment HRC BUILD Grant Invoice
12. OPEN DISCUSSION/BOARD COMMENTS
 - A. Development Project List
13. PUBLIC REMARKS
14. NEXT MEETING DATE
 - A. March 2, 2026 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 Timothy Dempsey, 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 Road, Okemos, MI 48864
Monday, December 1, 2025 – Minutes

Members

Present: Bill Cawood, Tom Stanko, Lexi Denovich, Srinivas Kandula, Peter Campbell, and Ron Sdao (7:41am arrival)

Members

Absent: Supervisor Hendrickson, Angela Wright, and Renee Korrey

Staff

Present: Neighborhoods & Economic Development Director Amber Clark and Executive Assistant Michelle Prinz

Others

Present: None

1. CALL MEETING TO ORDER

Member Stanko called the meeting to order and read the mission at 7:35 am.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL MEETING MINUTES OF NOVEMBER 4, 2025

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

4. COMMUNICATIONS

None.

5. PUBLIC REMARKS

None.

6. AUTHORIZATION OF PAYMENTS

- a. Consumers Energy Bill September 2025
- b. Consumers Energy Bill October 2025
- c. Consumers Energy Bill November 2025

MOTION BY MEMBER KORREY TO AUTHORIZE THE FOLLOWING CONSUMERS ENERGY PAYMENTS: SEPTEMBER 2025 OF \$104.33, OCTOBER 2025 OF \$114.99, AND NOVEMBER 2025 OF \$116.23. SUPPORTED BY MEMBER CAMPBELL. MOTION APPROVED 5-0.

7. OLD BUSINESS

None.

8. NEW BUSINESS

a. 2026 Downtown Development Authority Meeting Schedule

Director Clark shared the draft 2026 meeting schedule. There was discussion and agreement about moving the meeting scheduled for July 6th to July 13th.

MOTION BY MEMBER KANDULA TO ADOPT THE RESOLUTION AUTHORIZING THE 2026 MEETING SCHEDULE FOR THE DOWNTOWN DEVELOPMENT AUTHORITY OF MERIDIAN TOWNSHIP AS AMENDED. SUPPORTED BY MEMBER DENOVIK. MOTION APPROVED 5-0.

b. DDA Administration Compensation Discussion

Director Clark stated that in communities where Staff manage TIF areas often a portion of the Director's salary comes from the TIF. The Meridian Township Brownfield Authority is paying 15% of Economic Development Director's salary for 2026 and there is a request for the Meridian Township Downtown Development Authority to do the same. This will help to reduce the impact of the Director's salary on the Township's General Fund.

MOTION BY MEMBER KANDULA MOVE TO APPROVE THE ALLOCATION OF 15% (\$24,915.80) OF THE ECONOMIC DEVELOPMENT DIRECTOR'S SALARY AND ASSOCIATED BENEFITS FROM THE DDA ADMINISTRATION FUND, IN SUPPORT OF TIME AND RESPONSIBILITIES DEDICATED TO THE MANAGEMENT OF THE DDA PROGRAM FOR THE 2026 CALENDAR YEAR. SUPPORTED BY MEMBER SDAO. MOTION APPROVED 5-0.

c. Meridian Township Youth Commission Beautification Project

Director Clark reported that the Youth Commission has ideas for a beautification project on the south block of the Village of Okemos. The project has been approved by developer Pat Smith and would include a perimeter fence with artwork. The DDA expressed desire to partner with the Youth Commission and suggested that the design be presented to key stakeholders in the DDA. The Youth Commission has not yet presented a budget for the project. Director Clark will work on a draft letter from the DDA to the Youth Commission to include questions and details that may need consideration.

9. OPEN DISCUSSION/BOARD COMMENTS

The Cat Hospital has moved to Jolly and Okemos Road area.

10. PUBLIC REMARKS

None.

11. NEXT MEETING DATE

a. January 5, 2026, 7:30am-Township Municipal Building, Town Hall Room, 5151 Marsh Road.

12. ADJOURNMENT

The meeting was adjourned at 8:09am without objection.

Meridian Twp DDA
Preliminary Financial Statements
Period Ending 12/31/2025 - UNAUDITED

BALANCE SHEET

		Year to Date
ASSETS		
Cash		\$109,352.63
Certificates of Deposit		\$195,518.88
Due from General Fund		\$0.00
Taxes Receivable		\$0.00
Accounts Receivable		\$0.00
Prepaid Expense		\$0.00
TOTAL ASSETS		\$304,871.51
LIABILITIES		
Accrued Interest Payable		\$0.00
Due to General Fund		\$0.00
Accounts Payable		\$127.97
Unearned Revenue		\$0.00
Deferred Inflows of Revenue		\$0.00
LT Note Payable		\$0.00
TOTAL LIABILITIES		\$127.97
FUND BALANCE		
Fund Balance 12/30/2024		\$205,265.58
2025 YTD Net Income		\$99,477.96
2025 Current Fund Balance		\$304,743.54

INCOME STATEMENT

	October	November	December	Year to Date
REVENUES				
Tax Capture	34,585.69	-	-	\$93,833.97
Grants	-	-	-	\$0.00
DDA Downtown Events/Donations	-	-	-	\$0.00
Interest	600.36	601.90	565.78	\$7,601.15
Investment Gain/Losses				\$0.00
TOTAL REVENUE	\$35,186.05			\$101,435.12
EXPENDITURES				
Operating Costs	-	-	-	\$417.38
Uitlity - Street Light	116.23	122.75	127.97	\$1,539.78
Professional Consultant/Contractual Services				\$0.00
TOTAL EXPENDITURES	\$ 116.23	\$ 122.75	\$ 127.97	\$1,957.16
2025 Net Income	\$ 35,069.82	(\$122.75)	(\$127.97)	\$99,477.96



230 W Main St
Ionia, MI 48846

Statement Ending 12/31/2025

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number [REDACTED]

Managing Your Accounts

Okemos



800.355.0641



IndependentBank.com

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

It's not too late to get yourself the gift you really want this year with Independent Bank's No-Fee* Home Equity Line of Credit (HELOC). A HELOC is a flexible financing option that may allow you to borrow funds secured by the equity in your home. You could book a trip, complete home improvements, consolidate debt, make a major purchase, and more. The options are endless! *Learn more at IndependentBank.com/HELOC.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	[REDACTED]	\$109,352.63

Business Freedom Checking [REDACTED]

Account Summary

Date	Description	Amount
12/01/2025	Beginning Balance	\$109,475.38
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$122.75
12/31/2025	Ending Balance	\$109,352.63

Other Debits

Date	Description	Amount
12/08/2025	External Withdrawal CONSUMERS ENERGY DIRECT DEBITING - ENERGYBILL	\$122.75

Daily Balances

Date	Amount	Date	Amount
12/01/2025	\$109,475.38	12/08/2025	\$109,352.63





230 W Main St
Ionia, MI 48846

Statement Ending 12/31/2025

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number [REDACTED]

MERIDIAN CHARTER TOWNSHIP
5151 MARSH RD
OKEMOS MI 48864-1104

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Summary of Accounts

Certificate of Deposit	Certificate Number	Ending Balance
Government 7-31 Day	[REDACTED]	\$143,706.11

Government 7-31 Day [REDACTED]

Certificate Summary

Date	Description	Amount	Description	Amount
01/01/2025	Beginning Balance	\$137,917.73	Interest Rate	3.3800%
12/31/2025	Ending Balance	\$143,706.11	Interest Paid This Period	\$5,788.38
	Issue Date	08/28/2023	Interest Paid YTD	\$5,788.38
	Maturity Date	01/29/2026	Interest Earned	\$5,396.70
			Annual Percentage Yield Earned	3.83%

Account Activity

Transaction Date	Description	Amount	Balance
01/01/2025	Beginning Balance		\$137,917.73
01/03/2025	Credit Interest	\$464.76	\$138,382.49
02/01/2025	Eff. 02-02 Credit Interest	\$432.21	\$138,814.70
03/04/2025	Credit Interest	\$444.97	\$139,259.67
04/03/2025	Credit Interest	\$452.12	\$139,711.79
05/03/2025	Credit Interest	\$447.84	\$140,159.63
06/02/2025	Credit Interest	\$449.28	\$140,608.91
07/02/2025	Credit Interest	\$456.50	\$141,065.41
08/01/2025	Credit Interest	\$457.98	\$141,523.39
08/30/2025	Eff. 08-31 Credit Interest	\$459.47	\$141,982.86
09/30/2025	Credit Interest	\$455.12	\$142,437.98
10/30/2025	Credit Interest	\$439.02	\$142,877.00
11/29/2025	Credit Interest	\$416.89	\$143,293.89
12/29/2025	Credit Interest	\$412.22	\$143,706.11
12/31/2025	Ending Balance		\$143,706.11



Government 7-31 Day (continued)

Interest Rate Changes

Interest Rate As Of Date	Interest Rate
01/01/2025	4.1000%
01/04/2025	3.8000%
02/03/2025	3.9000%
03/05/2025	3.9500%
04/04/2025	3.9000%
06/03/2025	3.9500%
09/01/2025	3.9000%
10/01/2025	3.7500%
10/31/2025	3.5500%
11/30/2025	3.5000%
12/30/2025	3.3800%



230 W Main St
Ionia, MI 48846

Statement Ending 12/31/2025

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: [REDACTED]

>007355 3694726 0001 93443 10Z

01379526
P302

MERIDIAN CHARTER TOWNSHIP
5151 MARSH RD
OKEMOS MI 48864-1104

Managing Your Accounts



Okemos



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Summary of Accounts

Certificate of Deposit	Certificate Number	Ending Balance
Government 7-31 Day	[REDACTED]	\$51,812.77

Government 7-31 Day - [REDACTED]

Certificate Summary

Date	Description	Amount	Description	Amount
01/17/2025	Beginning Balance	\$0.00	Interest Rate	3.3800%
12/31/2025	Ending Balance	\$51,812.77	Interest Paid This Period	\$1,812.77
	Issue Date	01/17/2025	Interest Paid YTD	\$1,812.77
	Maturity Date	01/24/2026	Interest Earned	\$1,851.14
			Annual Percentage Yield Earned	3.81%

Account Activity

Transaction Date	Description	Amount	Balance
01/17/2025	Beginning Balance		\$0.00
01/17/2025	New Account Deposit 29205209859Meridian Charter Township CD fund by DD A5474	\$50,000.00	\$50,000.00
02/15/2025	Eff. 02-16 Credit Interest	\$163.49	\$50,163.49
03/19/2025	Credit Interest	\$166.16	\$50,329.65
04/19/2025	Credit Interest	\$166.71	\$50,496.36
05/20/2025	Credit Interest	\$165.12	\$50,661.48
06/20/2025	Credit Interest	\$167.81	\$50,829.29
07/21/2025	Credit Interest	\$172.68	\$51,001.97
08/21/2025	Credit Interest	\$168.94	\$51,170.91
09/20/2025	Eff. 09-21 Credit Interest	\$169.49	\$51,340.40
10/22/2025	Credit Interest	\$161.34	\$51,501.74
11/22/2025	Credit Interest	\$157.47	\$51,659.21
12/23/2025	Credit Interest	\$153.56	\$51,812.77
12/31/2025	Ending Balance		\$51,812.77



Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH	109,352.63
248-000.000-003.000	CERTIFICATES OF DEPOSIT	195,518.88
Total Assets		304,871.51
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	127.97
Total Liabilities		127.97
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	205,265.58
Total Fund Balance		205,265.58
Beginning Fund Balance		205,265.58
Net of Revenues VS Expenditures		99,477.96
Ending Fund Balance		304,743.54
Total Liabilities And Fund Balance		304,871.51

REVENUE AND EXPENDITURE REPORT FOR MERIDIAN TWP

PERIOD ENDING 12/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 12/31/2025	ACTIVITY FOR MONTH 12/31/2025	AVAILABLE BALANCE	% BGD USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
248-000.000-402.000	CURRENT PROPERTY TAXES	93,800.00	93,833.97	0.00	(33.97)	100.04
248-000.000-665.000	INTEREST	7,200.00	7,601.15	565.78	(401.15)	105.57
Total Dept 000.000		101,000.00	101,435.12	565.78	(435.12)	100.43
TOTAL REVENUES		101,000.00	101,435.12	565.78	(435.12)	100.43
Expenditures						
Dept 000.000						
248-000.000-728.000	OPERATING SUPPLIES	3,000.00	417.38	0.00	2,582.62	13.91
248-000.000-820.000	CONTRACTUAL SERVICES	43,000.00	0.00	0.00	43,000.00	0.00
248-000.000-825.000	PROFESSIONAL CONFERENCES/DUES	125.00	0.00	0.00	125.00	0.00
248-000.000-922.000	UTILITIES-STREET LIGHTS	1,800.00	1,539.78	250.72	260.22	85.54
248-000.000-974.000	CONSTRUCTION/IMPROVEMENTS	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 000.000		50,425.00	1,957.16	250.72	48,467.84	3.88
TOTAL EXPENDITURES		50,425.00	1,957.16	250.72	48,467.84	3.88
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		101,000.00	101,435.12	565.78	(435.12)	100.43
TOTAL EXPENDITURES		50,425.00	1,957.16	250.72	48,467.84	3.88
NET OF REVENUES & EXPENDITURES		50,575.00	99,477.96	315.06	(48,902.96)	196.69
BEG. FUND BALANCE		205,265.58	205,265.58			
END FUND BALANCE		255,840.58	304,743.54			

Consumers Energy: Bill Ready

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

Date Sat 12/13/2025 4:22 PM

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



Your Consumers Energy Bill Is Available

Amount Due

ACCOUNT ENDING:2681
2167 Hamilton Rd Okemos MI 48864-
1643

\$127.97

Due Date: January 05, 2026

 Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of \$122.75 on December 5.

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(29 Days)**





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To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 5, 2026
Re: West Hamilton and Okemos Subcommittee Meeting Overview

On September 9, 2025 the West Hamilton and Okemos Subcommittee held their first meeting regarding the site commonly referred to as “Village of Okemos”. The developer indicated in their letter to the Township June 2024 that the project was on indefinite hold. The project, a 200 mixed-use development at the southwest corner of Hamilton Road and Okemos Road has been the subject of discussion in the community for over a decade.

On November 3, 2025 the DDA body elected to support the Township’s request to Hubbell Roth and Clark (HRC) to act as our consultant to submit the hefty **Better Utilizing Investments to Leverage Development** (BUILD) Grant application with the Ingham County Road Department. The total cost from the DDA not to exceed \$50,000. The BUILD Grant is a federal grant offered through the U.S Department of Transportation (USDOT). The goal of the grant is to offer funding to local units of government access to funding for transportation projects that don’t qualify for other transportation improvements. [The notice of funding opportunity guideline is available online for those interested in reviewing.](#) Applications for BUILD grants are due February 24, 2026.

HRC has been in regular contact with DDA and Township staff to collect the required items necessary to complete the BUILD Grant. In addition, the Township Manager/Deputy Manager are working to secure the relationship with Ingham County Road department to ensure a smooth application process. The entity with authority over the road, must be the entity to apply for the funding. Staff is working to schedule a meeting with Ingham County to finalize the grant application details.

The tentative date for the next West Hamilton and Okemos Subcommittee meeting will be:

Tuesday January 13, 2026 in Meridian Township Hall Room 5151 Marsh Road, Okemos MI at 7:30 a.m.

No action is needed from DDA members for this item.



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 5, 2026
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:

Angela Wright- Chair
Ron Sdao - Vice Chair
Peter Campbell Secretary

A motion is prepared for your consideration:

**MOTION TO APPROVE THE ELECTED OFFICERS FOR 2026 AS _____ FOR
CHAIRPERSON, _____ FOR VICE CHAIR PERSON, AND _____
AS TREASURY/SECRETARY FOR 2026.**



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 5, 2026
Re: Hubbell Roth & Clark (HRC) BUILD Grant Invoice # 0233528

On November 3, 2025 the DDA body elected to support the Township's request to Hubbell Roth and Clark (HRC) to act as our consultant to submit the hefty **Better Utilizing Investments to Leverage Development** (BUILD) Grant application with the Ingham County Road Department. The total cost from the DDA not to exceed \$50,000.

The attached is an invoice from HRC for work conducted through December 6, 2026 for BUILD Grant activities.

The following motion is prepared for your consideration:

MOVE TO AUTHORIZE PAYMENT TO HUBBELL ROTH AND CLARK INVOICE #0233528 FOR SERVICES CONDUCTED RELATED TO THE FY 2026 BUILD GRANT. AUTHORIZE STAFF TO REMIT PAYMENT TO HUBBELL ROTH AND CLARK IN THE AMOUNT OF \$6,887.



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 5, 2026
Re: Downtown Development Authority Project Updates

2128 Hamilton/4690 Okemos Road:

A redevelopment/rehabilitation is proposed for the commercial and residential component of the 4690 Okemos Road building. This building previously was home to Art Unlimited and New Thai Kitchen. The Building has seven unoccupied residential units. Six one bedroom and one two bedroom unit. The cost to make the improvements necessary to both the residential and commercial portions is high. The developers Vistaluxe have contracted with a redevelopment consulting firm to help guide them as they plan the necessary improvements to the site. The plan is to apply for a grant through the MI Neighborhood program that is run by MSHDA through the federal CDBG program.

Staff submitted the required letter of interest to MSHDA in November. This LOI is a one page overview of the potential project and parameters. The LOI allows MSHDA to review the preliminary elements of the project to determine eligibility. The eligibility requirements were submit the LOI from the local unit of government with a letter of support from the municipality.

After reaching out to MSHDA, staff was able to hold a consultation meeting with MSHDA to go over the grant/project elements. Staff is of the impression that a request will come from MSHDA to complete the full application. This grant if awarded could support up to \$100K per residential unit of \$700,000 of the total project costs.