



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
March 18, 2021 8AM

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. December 17, 2020 regular meeting
4. PUBLIC REMARKS
5. NEW BUSINESS
 - A. Election of Officers
 - B. Bank Statements
6. OLD BUSINESS
7. PROJECT UPDATES
8. PUBLIC REMARKS
9. ADJOURNMENT

NEXT MEETING: April 15, 2021 at 8AM

Zoom meeting ID#: 847 5147 7557

Zoom meeting Password: 5151

Individuals with disabilities requiring auxiliary aids or services should contact:
Principal Planner Peter Menser, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4576 - Ten Day Notice is Required.
Meeting Location: Zoom web conference application

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CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES

DRAFT

December 17, 2020

Held via Zoom web conferencing application

517-853-4560, 8:00 A.M.

PRESENT: Township Manager Frank Walsh, Chair Jeff Theuer, Vice-Chair Ned Jackson, Dave Premoe, John Matuszak, Joyce Van Coevering, Jade Sims

ABSENT: None

STAFF: Director of Community Planning and Development Mark Kieselbach, Information Technology Director Stephen Gebes, Neighborhoods and Economic Development Director Amber Clark, Principal Planner Peter Menser

OTHER: Dave Van Haaren from Triterra, Elevation representative Eric Helzer, Elevation representative Will Randle, Planning Commissioner Bill McConnell, Township Attorney Matthew Kuschel

1. Call meeting to order

Chair Theuer called the regular meeting to order at 8:02 a.m.

2. Approval of Agenda

Director Van Coevering moved to approve the agenda as written.

Supported by Vice-Chair Jackson.

Chair Theuer noted that the Township received a request to sign an agreement related to the Village of Okemos EGLE grant. The BRA agreed to add it to the agenda as item 5A and adjust the other agenda items accordingly.

VOICE VOTE: Motion carried unanimously.

3. Approval of Minutes

Vice-Chair Jackson moved to approve the minutes from October 15, 2020.

Supported by Manager Walsh.

VOICE VOTE: Motion carried unanimously.

4. Public Remarks – None

5. New Business

A. EGLE grant agreement – Village of Okemos

Principal Planner Menser agreement between BRA and Village of Okemos developer, outlines responsibilities of both parties with regarding the \$1.3M EGLE grant. Township Attorney Matt Kuschel

- Village of Okemos implementing project, administered by Advanced Redevelopment Solutions
- BRA is middle-man between EGLE and developer
- Terms of agreement are consistent with previously approved grant contract

- Township is protected from liability for work being completed
- Paragraph added related to environmental matters clarifying site is contaminated, requiring developer to apprise Township on all issues and address due care responsibilities
- Indemnification/hold harmless clause added to agreement
- Agreement does not trigger any obligations under loan agreement
- Motion needed to authorize Principal Planner Menser to sign grant and loan contracts on behalf of BRA

Motion by Director Matuszak to approve EGLE grant agreement.

Supported by Director Van Coevering.

VOICE VOTE: 9-0

Motion by Director Premoe to re-affirm Village of Okemos/EGLE grant agreement approved 3/28/19.

Supported by Director Van Coevering.

Motion by Director Premoe to amend previous motion to also re-affirm 10/21/20 amendment to EGLE grant.

Supported by Director Van Coevering.

Motion by Vice-Chair Jackson to allow Principal Planner Menser to sign EGLE/Village of Okemos grant agreement in addition to BRA Chair.

Supported by Township Manager Walsh.

VOICE VOTE: 9-0

B. Elevation reimbursement request

Principal Planner Menser provided background information on the Elevation project and an introduction of the request for reimbursement for eligible activities conducted on the site. He noted this is the first request for reimbursement for the project, which originally started with the Ingham County BRA and was transferred to Meridian Township. BRA Board discussion included the following:

- Triterra reviewed documentation from eligible activities
- Method used by Triterra to review activities and verify reimbursement amount
- Funds to be reimbursed using TIF over time as funds are available
- Funds reimbursed as taxes are paid, no Township loans are issued for reimbursement
- 2nd request for reimbursement expected in the future
- Total brownfield approved was \$5.3M
- Interest is collected at end of reimbursement, total amount is based on property values
- Impacts of changes to project have added to value of project
- Pathway in project considered a valuable feature
- \$300k will be added in local brownfield revolving fund through this project

Director Premoe moved to approve the reimbursement request.

Supported by Director Matuszak.

ROLL CALL VOTE: 9-0 to approve.

C. 2021 Meeting Schedule.

Motion by Vice-Chair Jackson to approve 2021 meeting schedule.

Supported by Director Matuszak.

VOICE VOTE: 9-0 to approve.

6. **Old Business - None**

7. **Project Updates - None**

8. **Public Remarks**

Township Manager Walsh introduced newly hired Neighborhoods and Economic Development Director Amber Clark to the group.

9. **Adjournment**

The meeting was adjourned at 9:05 a.m.

Respectfully Submitted,

Peter Menser
Principal Planner



To: Brownfield Redevelopment Authority

From: Peter Menser, Principal Planner

Date: March 16, 2021

Re: Election of Officers

The Brownfield Redevelopment Financing Act (Act 381 of 1996) requires members of a Brownfield Redevelopment Authority to elect a chairperson and vice-chairperson. The BRA Bylaws require that candidates for these positions shall be nominated by a nominating committee composed of three members appointed by the Chairperson. Current Chairperson Jeff Theuer appointed Township Manager Walsh and Directors Matuszak and Van Coevering to serve as this year's nominating committee.

Per the BRA bylaws, all terms of office are for one year and no member of the BRA can hold the same office for more than three successive terms. The position of Chair is currently held by Jeff Theuer and the current Vice-Chair is Ned Jackson. It is the first term of office for both individuals. They began serving in those positions in February of 2020.

While not detailed in the State Act, the responsibilities of the chair and vice-chair are generally as follows:

Chair: The chairperson has the general powers and duties of supervision and management of the BRA. He or she runs the meetings of the BRA Board and represents the Board in most affairs both within and outside of the Township. He or she is an ex-officio member of all committees and may appoint members to committees and select the chairperson of any committees.

Vice-Chair: The vice-chair acts in the capacity of the chair in the chair's absence. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term.

The nominating committee has recommended the current slate of officers to serve again in their same roles in 2021. At the meeting on March 18, 2021 the BRA Board will vote on the nominating committee's recommendation. The elected officers will begin serving immediately and will remain in that position for one (1) year. A motion is provided to re-elect the current officers for 2021.

- **Motion to approve the nominating committee's recommendation for 2021 Officers, consisting of Jeff Theuer as Chairperson and Ned Jackson as Vice-Chair.**

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INDEPENDENT

BANK

PO Box 279 | Belding, MI 48809 | IndependentBank.com

Last statement: January 20, 2021
This statement: January 29, 2021
Total days in statement period: 10

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MERIDIAN TOWNSHIP
BROWNFIELD REDEVELOPMENT
AUTHORITY
5151 MARSH RD
OKEMOS MI 48864

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Business Freedom Checking

Account number	XXXXXX2377	Beginning balance	\$0.00
Low balance	\$0.00	Total additions	329,430.15
Average balance	\$296,464.45	Total subtractions	75.61
		Ending balance	\$329,354.54

DEBITS

Date	Description	Subtractions
01-27	' Preauthorized Debit HARLAND CLARKE CHK ORDER 210127	75.61

CREDITS

Date	Description	Additions
01-21	' Deposits	329,430.15

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
01-21	329,430.15	01-27	329,354.54		

Thank you for banking with Independent Bank



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INDEPENDENT

BANK

PO Box 279 | Belding, MI 48809 | IndependentBank.com

Last statement: January 29, 2021
This statement: February 26, 2021
Total days in statement period: 28

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MERIDIAN TOWNSHIP
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5151 MARSH RD
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Business Freedom Checking

Account number	XXXXXX2377	Beginning balance	\$329,354.54
Low balance	\$26,522.51	Total additions	.00
Average balance	\$69,665.84	Total subtractions	302,832.03
		Ending balance	\$26,522.51

CHECKS

Number	Date	Amount	Number	Date	Amount
	02-02	3,315.00			

DEBITS

Date	Description	Subtractions
02-03	Withdrawal	299,517.03

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
01-29	329,354.54	02-02	326,039.54	02-03	26,522.51

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